

AGENDA
(TUESDAY) APRIL 19, 2016 – 9:00 A.M.
OCONTO COUNTY BOARD OF SUPERVISORS ORGANIZATION MEETING
COUNTY BOARD ROOM #3041 – COURTHOUSE 3RD FLOOR – BLDG. A
301 WASHINGTON STREET, OCONTO WI 54153-1699

This is an open meeting of the Oconto County Board of Supervisors. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: www.co.oconto.wi.us

1. Call to Order and Roll Call
2. Presentation of Colors – County Board Veterans
3. The Pledge of Allegiance to the Flag
4. The Invocation – Rev. Craig Alwin
5. Administration of Oath of Office
6. Adoption of Standing Rules and Financial Management Policy
7. Elections and Appointments
 - A. Chairperson of County Board
 - B. Vice-Chairperson of County Board
 - C. Highway Committee
 - D. Health & Human Services Board
 - E. Annual Committee Appointments by Chairperson
8. Confirmation of Committee Appointments
9. Approval of Agenda:
 - A. Change in Sequence
 - B. Removal of Items
10. Approval of Previous Meeting Proceedings (To be placed on Supervisors Desks)
11. Committee and Departmental Reports:
 - A. Report – 2015 Annual Report – Administrative Coordinator
 - B. Report – 2015 Annual Report – Child Support
 - C. Report – 2015 Annual Report – Clerk of Courts
 - D. Report – 2015 Annual Report – Corporation Counsel
 - E. Report – 2015 Annual Report – County Clerk
 - F. Report – 2015 Annual Report – District Attorney
 - G. Report – 2015 Annual Report – Economic Development & Tourism
 - H. Report – 2015 Annual Report – Emergency Management
 - I. Report – 2015 Annual Report – Finance Department
 - J. Report – 2015 Annual Report – Forest, Parks & Recreation
 - K. Report – 2015 Annual Report – Health & Human Services (To Be Places on Supervisor's Desks)
 - L. Report – 2015 Annual Report – Highway Department (Separate Booklet)
 - M. Report – 2015 Annual Report – Land Conservation
 - N. Report – 2015 Annual Report – Land Information Systems
 - O. Report – 2015 Annual Report – Maintenance Department
 - P. Report – 2015 Annual Report – Medical Examiner
 - Q. Report – 2015 Annual Report – Oconto – J. Douglas Bake Municipal Airport
 - R. Report – 2015 Annual Report – Planning & Zoning Department
 - S. Report – 2015 Annual Report – Register of Deeds
 - T. Report – 2015 Annual Report – Sheriff's Department
 - U. Report – 2015 Annual Report – Solid Waste Department
 - V. Report – 2015 Annual Report – Technology Services
 - W. Report – 2015 Annual Report – Treasurer
 - X. Report – 2015 Annual Report – UW-Extension (To Be Places on Supervisor's Desks)
 - Y. Report – 2015 Annual Report – Veterans Service
 - Z. Report – 2015 Annual Report – Victim Witness
12. Announcements/General Information (No action to be taken)
13. Adjournment

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.
(TDD #920-834-7045)

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Courthouse Bldg. "A" Located at corner of Washington Street & Arbutus Avenue
Ramp Access from Washington Street Parking Lot Entrance

kp/Posted: 04/13/16

**RULES OF THE OCONTO COUNTY
BOARD OF SUPERVISORS**

2.104 Rule I. MEETINGS, QUORUM, ROLL CALL

- (a) In addition to those meetings set by statute, the County Board shall meet monthly on the third Thursday after the first Monday, alternate, fourth Thursday after the first Monday, except for November which shall be the second Thursday of the month, unless adjourned at a previous meeting specified otherwise. The annual meeting shall be the last Thursday of October for the purpose of adopting the budget and conducting any other business permitted by law.
- (b) If a quorum be not present, the members may adjourn from time to time until there is a quorum. A quorum shall constitute a majority of the members.
- (c) The Clerk of the Board shall provide a roll call of all members of the Board through the use of the electronic voting and roll call system.
- (d) The Clerk of the County Board shall electronically record the audio of the County Board meetings.

2.105 Rule II. ORGANIZATION MEETING

- (a) At the organization meeting the chair or in the absence thereof, the vice chair of the previous Board shall call the new Board to order. If neither be present, the County Clerk shall call the meeting to order.
- (b) The order of business shall be:
 - (1) Call to Order and Roll Call.
 - (2) Adoption of standing rules and the County Financial Management Policy
 - (3) Election by secret written unidentified ballot for a two-year term in even numbered years of:
 - a. Permanent chair
 - b. Permanent vice-chair
 - c. Election of the board chair and vice chair shall be as follows:
 - 1. The election for both positions shall be chaired by someone not seeking election to that office.
 - 2. Nominations may be made from the floor nominating oneself or another supervisor, or a supervisor may indicate interest in the position by submission of a letter to be read by the clerk.
 - 3. No second is required but is allowed to show support.
 - 4. Nominating and seconding speeches of no more than two minutes each are allowed.
 - 5. A motion to close the nominations is in order after a reasonable amount of time has been given and no one is seeking the floor; a second is in order; a two-thirds vote is required to then close the nominations. [There is no requirement to ask three times for additional nominations.]
 - 6. Each candidate for office may address the group with a brief statement before balloting begins.
 - 7. If only one candidate has been nominated, the chair may accept a motion to close the nominations and cast a unanimous ballot.
- (4) Committee election and appointments:
 - a. Election for a two-year term in even numbered years of a Highway Committee to consist of five members of the County Board, the first elected to be its chair, second to be vice chair, third to be second vice chair, fourth to be third vice chair and fifth to be fourth vice chair.
 - b. County Board members who are interested in running for the Highway Committee must notify the County Clerk in writing 5 business days before the Organization Meeting of their intent to run for a seat on the Highway Committee.
 - c. Election for alternating three-year terms of two members to the Health & Human Services Board.
 - d. County Board members who are interested in running for the Health & Human Services Board must notify the County Clerk in writing by April 1st of their intent to run.
 - e. Appointment of all other committees by chair for a two-year term in even numbered years and adjournment of meeting until such time later in day when said assignment is completed.
- (5) Confirmation of committee appointments by the County Board.
- (6) Such other business as may legally be brought before the organization meeting in the order prescribed under Rule IV following "Roll Call".

2.106 Rule III. COMMITTEES

- (a) The following committees and board shall be named at the organization meeting:
 - Extension Education
 - Technology Services

Emergency Management
 Finance and Insurance
 Highway
 Health and Human Services Board
 Land & Water Resources Management Committee:
 (1) Forest, Parks, Recreation/Land Information Systems Sub-committee
 (2) Land Conservation Sub-committee
 (3) Planning & Zoning/Solid Waste Sub-committee
 Law Enforcement Judiciary
 Public Property
 Personnel and Wages
 Economic Development and Tourism

(b) The chair of each of these Committees/Boards shall be a member of the County Board.

2.107 Rule IV. ORDER OF BUSINESS

The general order of business of Board meetings shall be:

- (a) Call to Order and Roll Call
- (b) Pledge of Allegiance
- (c) Invocation
- (d) Presentation of Awards and Recognition
- (e) The hearing of petitions, communications and disposition by reference to the appropriate committees by the chair. All written communications for the Board's consideration shall be filed with the County Clerk at least 5 days prior to the County Board Meeting. Written communications filed less than 5 days prior to the regular County Board Meeting shall be read at the next regular County Board Meeting unless authorized by the County Board Chair. Communications that pertain to a specific agenda item shall be read when that agenda item is brought up for consideration. Petitions and communications pertaining to a resolution or ordinance that required the Board to hold a public evidentiary hearing prior to consideration shall be read only if the party submitting the same testified at the required public hearing and only if the information in the communication or petition was presented at the public hearing.
- (f) Approval of Agenda.
 - (1) Change in Sequence.
 - (2) Removal of Items.
- (g) Approval of Previous Meeting Proceedings
- (h) Resolutions or ordinances postponed to a day certain.
- (i) Consideration of resolutions or ordinances previously submitted to the Board members by mail.
- (j) Consideration of resolutions or ordinances not previously submitted to the Board members by mail in accordance with open meeting laws.
- (k) Consideration of committee and departmental reports including those not previously submitted to the Board by mail.
- (l) Announcements/General Information (No Action to Be Taken).
- (m) Adjournment.

2.108 Rule V. MINUTES

The County Clerk shall keep the minutes of the County Board meetings.

2.109 Rule VI. PRESERVING ORDER

- (a) The chair shall preserve order and decide questions of order subject to appeal of the Board, and shall vote on all questions, except on appeals from the Chair's own decisions.
- (b) The chair without calling for a vote shall refer all matters (except reports and resolutions or ordinances) that come before the Board to the appropriate committee, unless otherwise ordered by the Board.

2.110 Rule VII. VOTING.

- (a) Elections shall be by ballot for:
 - (1) Elections of Chair, Vice Chair, Highway Committee, and Health & Human Services Board
 - (2) Election of Highway Commissioner, per Oconto County Ord. No. 8.102
 - (3) Election of Veterans Service Officer
- (b) Voting on all other matters shall be by ayes and nays through the use of electronic voting and roll call system.
- (c) Except the chair, as provided in Rule VI, each member shall vote on each question unless excused by the Board for stated reasons.
- (d) When the vote on any question is a tie, it shall be deemed to have been lost. Any member voting on either side of the question may move to reconsider the question by a 2/3 vote, but such motion shall be made and acted on the same County Board day, and shall not thereafter be made. When a question has once been determined, any member voting with the majority may move to reconsider

the question by a 2/3 vote, but such motion shall be made and acted on the same County Board Day and shall not thereafter be made.

- (e) The Board may consider questions defeated at a prior Board meeting under the following circumstances:
 - (1) The Board suspends its Rules to consider the question, or
 - (2) Six months has expired from the date the question was defeated; or
 - (3) New evidence is presented to the Board which could not have been or was not through excusable error or neglect presented to the Board at the meeting where the question was defeated. The person or committee sponsoring the question has the burden of establishing that the evidence is new and that it could not or was not through excusable error or neglect presented to the Board at the meeting where the question was defeated.
- (f) No vote shall be taken on any orally presented motion or resolution or ordinance until the clerk has written it out in full and read it back to the Board, so as to give the Board a clear statement and the proceedings a correct record.
- (g) No motion shall be debated or put to vote unless it has been seconded.
- (h) After a motion shall be stated by the chair, it shall be deemed in possession of the Board, but it may be withdrawn at any time before amendment or decision by the sponsoring committee. If withdrawn, it shall not be entered upon the minutes.
- (i) When a motion is under debate no motion shall be received except to amend, to lay on the table, to postpone indefinitely, to postpone to a day certain or adjourn.
- (j) If the question before the board contains several points, any one member may have it divided upon verbal request to the Chair.
- (k) In all cases when an order, resolution or ordinance or motion shall be entered on the minutes of the Board, the name of the member moving the same and the second shall be entered on the minutes.
- (l) All questions, except privileged questions, shall be put in the order in which they are moved, unless otherwise directed by the Board.
- (m) When a motion to close debate or to call for the previous question is made, those supervisors who have requested to be recognized prior to said motions being made by depressing his or her call light, will be allowed to address the Board. The Chair shall not recognize any other Board members subsequent to the motions of closing debate or calling for the previous question being made.
- (n) Committee or departmental reports shall or shall not become a part of the official printed proceedings of the Board at the discretion of the chair and County Clerk. Motions to accept oral reports shall be made after the report is given.

2.111 Rule VIII. ADDRESSING THE BOARD

- (a) Whenever any member desires to speak to the Board, that member shall first inform the chair through the electronic voting and roll call system. The member who shall address the chair first, shall speak first. That person shall confine remarks to the subject and not deal in personalities. When called to order that person shall not be allowed to proceed without permission of the chair.
- (b) When anyone not a member desires to address the Board, permission to do so must be asked by a board member. Such person may address the Board with a time limit not to exceed ten minutes. Such person may not participate in the debate thereafter, but may respond to questions from board members concerning agenda items. Persons desiring to address the Board regarding a resolution or ordinance that required the Board to hold a public evidentiary hearing prior to consideration may only address the Board if he or she testifies at the required public hearing and only if the information presented to the Board is the same as what was presented at the public hearing.

2.112 Rule IX. RESOLUTIONS AND ORDINANCES

- (a) Resolutions or Ordinances sponsored by committees or individual members shall be in writing and filed with the clerk 8 days prior to the next meeting of the board. The clerk shall have them copied and mailed to the members for their information and consideration five days prior to the meeting. Resolutions or ordinances not previously submitted to the clerk shall be referred to an appropriate committee by the chair. The chair with the assistance of the clerk shall prepare the Agenda of all business to come before each board meeting and mail same together with other materials as directed in the forepart of this paragraph.
- (b) Any resolutions or ordinances presented for consideration at any meeting must bear the names of the members offering the same, or if by a committee, the names of a majority of that committee. However, the maximum number of names on any resolution or ordinance shall not exceed the number of members on any two given committees.
- (c) When a resolution or ordinance is taken up and is under consideration, the main question shall be "Shall the recommendations of the committee be adopted by the Board?" and unless specific amendments are offered in the usual parliamentary form, discussion shall be limited to adoption or rejection of the resolution or ordinance.
- (d) No account or claim against the county shall be audited and reported by any committee unless it is itemized, duly verified and filed with the clerk of the Board in the manner prescribed by law.

- (e) All bills against the county must be filed with the County Clerk on or before the first Monday of the month.

2.113 Rule X. EMPLOYEE MATTERS

- (a) The County Board shall by resolution establish the hours during which the county offices, except the courts, shall be open to the public.
- (b) Salaries and wages of all county personnel shall be determined by the county board as provided in Section 59.22 of Wisconsin Statutes after consideration and recommendation by the committee which has this assigned duty, except those of Extension 133 contract employees whose salaries are paid in part by the state or federal government. The latter shall be determined by the committee in charge of their employment.
- (c) County employees shall be responsible to the following officers and committees, who subject to the provisions of paragraph 1 and 2, have the authority to determine the required work and the working conditions and to select, hire and discharge employees in their departments.
 - (1) The Finance/Insurance Committee for all employees in the offices of County Clerk, Finance, County Treasurer, Register of Deeds and Veteran Service.
 - (2) The Highway Committee for all office, and other employees under their supervision.
 - (3) The Oconto County Extension Education Committee for all employees under their supervision.
 - (4) The Public Property Committee for all employed in the maintenance and care of county buildings and property under their jurisdiction.
 - (5) The Law Enforcement/Judiciary Committee for all employees under their supervision, including Emergency Management and Medical Examiner.
 - (6) Health and Human Services Board for all employees under their supervision.
 - (7) Technology Services Committee for all employees under their supervision.
 - (8) Land and Water Resources Sub-committee for all employees under their supervision.
 - (9) The Personnel and Wages Committee for all employees under their supervision.
- (d) Paragraphs (a) through (i) inclusive, subject to the provisions of union working agreements where applicable.
- (e) Oconto County is an equal opportunity employer. It will not discriminate against any employee or applicant because of race, color, creed, national origin, age, gender, sexual preference or disability and will take affirmative action to ensure that applicants are employed and treated with regard to such. Oconto County adheres to the principles set forth in Title 1 of the Americans with Disabilities Act of 1990, and all State regulations, which pertain to employment practices. Oconto County Americans with Disabilities Act compliance coordinator shall be the Administrative Coordinator, who shall determine the appropriate compliance actions.

2.114 Rule XI. ALTERATION OF RULES

No rules of the Board shall be suspended, altered, or amended without the consent of two-thirds of the members present.

2.115 Rule XII. ROBERTS RULES OF ORDER

In all parliamentary questions raised during a session of the board, and which are not covered specifically by the foregoing rules, Roberts Rules of Order, Newly Revised shall act as a guideline.

2.116 Rule XIII. GOVERNING RULES

These rules, and all amendments and additions thereto which may hereafter be made, shall govern the Board until altered or repealed.

2.117 Rule XIV. COMPENSATION

Compensation of all Elected County Officials.

- (a) The amount of compensation, for Supervisors to be next elected, shall be fixed at the Annual Meeting of the Board by a two-thirds vote of all its members. Compensation for Supervisors shall be defined as per diems to be paid to Supervisors in accordance with the County Financial Management Policy.
- (b) The Compensation of all other elected officials shall be fixed by the Board prior to the first day to circulate nomination papers for their respective offices.

2.118 Rule XV. BUDGET GUIDANCE

- (a) County Board Chair and Finance/Insurance Committee to provide guidance and recommendations to County Board in June or July.
- (b) Finance Committee will provide budget worksheets to departments in July or August.
- (c) Departments and Committees will develop budget proposal for Finance Committee review in September or October.

- (d) Finance Committee budget review with Committees in September or October and differences resolved. Finance Committee shall provide a report at the September County Board regarding the status of the budget requests for the following year.
- (e) Finance Committee final budget development in September or October.
- (f) Action on the County Budget will be only when the County Board is in session. No motion will be in order to adjust the Budget during Budget Hearing.

2.119 DUTIES AND COMPENSATION OF COUNTY BOARD CHAIR

- (a) The County Board Chair shall perform the duties of the office as set forth in 59.12, Wisconsin Statutes, and shall serve as Chair of the Finance/Insurance Committee and the Emergency Management Committee. County Board Chair shall not serve on any other committees, except the Technology Services Committee.
- (b) The County Board Chair and Vice-Chair shall receive an annual salary. The amount is to be set by the County Board at an annual meeting. The salary shall be considered as compensation for attending various events, seminars, banquets, ceremonies, and meetings not covered under section 3 below.
- (c) In addition to the annual salary, the Chair and the Vice Chair of the County Board shall be entitled to the per diem and mileage as allowed to members of the board as set forth in the County Financial Management Policy.
- (d) The Vice-Chair shall have the duties and responsibilities as set forth in Sec. 59.12(2), Wis. Stats.
- (e) The County Board Chair, Vice-Chair and all County Board Supervisors will be allowed to attend the WCA convention with expenses paid and a Committee meeting per diem.

2.120 DUTIES OF ALL COMMITTEES

- (a) All committee/board meetings will be in compliance with Wisconsin's Open Meeting Law. All committees shall furnish the County Clerk with a copy of the full Agenda with all supporting documentation for their committee meeting for posting prior to the meetings. If a quorum is not present, members will adjourn. Members present are entitled to per diem and expenses. All committees/boards of the County Board shall keep a typewritten record of their meetings, including dates, attendance, matters considered and their action thereon in a Committee file in the office of the County Clerk and copies shall be mailed to the County Chair within ten (10) days of such meeting. Minutes shall include copies of bids/specifications and any other pertinent information. The County Clerk, or designee, shall record the minutes of all meetings.
- (b) Audit all claims and accounts referred to them by the County Clerk and furnish the Finance/Insurance Committee with a list of them and notations in each instance of their approval or disapproval of payment.
- (c) Any committee that has the assigned duty of purchasing supplies, services and equipment for a department, an office or a group of offices, may name the Administrative Coordinator as their Purchasing Agent to such extent that seems to them to be most practical. Said Purchasing Agent shall use a uniform system of purchase orders to achieve maximum efficiency.
- (d) Board members or committees who desire to present resolutions to the County Board for expenditure of money in excess of any of the committees' or departments' current budget, shall first consult with the Finance/Insurance Committee.
- (e) All Committees shall refer to Rule X, paragraph 3, which lists specified responsibilities.
- (f) All Committee members shall file their Committee per diem and expense bills with the County Clerk by the first Monday of each calendar month.
- (g) Special Committees of the County Board shall continue to function until their respective duties are performed.
- (h) To make reports and recommendations to the Board when in their judgment it is necessary, or if the Chair and the Board request them to do so.
- (i) To recommend to Personnel and Wages Committee the establishment of new personnel positions with salary/wages.
- (j) To request County Board approval of hiring any additional personnel to an already existing position, except in emergency situations and/or when the position is fully state and/or federally funded.
- (k) To submit all requests for transfer of appropriations between budgeted items of an individual county office or department to the Finance/Insurance Committee for review under Sec. 2.25(2).
- (l) All Committee/Boards to recommend to the Public Property Committee, the purchase, which includes leasing, of all furniture as well as office equipment with a value over \$500 or more.
- (m) To consult with the Public Property Committee on any project that will result in any electrical or plumbing changes, building modifications, additional space needs, building maintenance, communications systems or other related issues on a building under the control of the Public Property Committee.
- (n) Each committee shall submit a written annual report from each of their responsible departments to the County Board at the April board meeting. Each departmental report shall include financial, statistical and programmatic results of the preceding fiscal year.

- (o) All departments shall submit to the Finance Committee, along with their annual budget requests, a report which indicates the department's program goals for the next budgetary year. The report shall also include an updated Mission Statement and Program Description.
- (p) To consult with the Personnel & Wages Committee on any policy, procedure or issue that may result in any changes to wages, fringes, compensation or working conditions for employees as those issues may need to be negotiated with the unions.
- (q) All non-member County Board supervisors who attend committee meetings shall be entitled to speak at such committee meeting, after being recognized by the Chair of the committee.

2.121 EXTENSION EDUCATION COMMITTEE

The Extension Education Committee shall consist of five (5) County Board members. Its duties shall be:

- (a) To appoint professionally qualified persons to the cooperative extension service staff in cooperation with College of Agriculture Sec. 59.56 (3).
- (b) To have general supervision of all County Extension Services, consult and advise with the Extension Agents, and approve a yearly program of work.
- (c) To be knowledgeable and responsible for providing research and education regarding tourism and resource development; and to cooperate with the Economic Development and Tourism Committee, Forest, Parks, Recreation/Land Information Systems Subcommittee and Forest, Parks, Recreation Division of the Department of Land and Water Resources in developing promotional materials and in recreation planning.
- (d) Consult and advise with the County Board Chair on matters pertaining to the Job Training Partnership Act, monitor Commission on Aging, County Youth Fair and efforts of the Oconto County Economic Development Corporation. Advise and consult with the County Board Chair on all matters pertaining to N.W.T.C.
- (e) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.

2.122 ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

The Oconto County Economic Development and Tourism Committee shall consist of five (5) County Board members. Its duties shall be:

- (a) To coordinate and oversee the agreement between Oconto County and the Oconto County Economic Development Corporation.
- (b) To oversee management of the Tri-County Business Development Revolving Loan Fund and the Oconto County Business Development Revolving Loan Fund and to recommend Oconto County Business Development Loan Fund loans to the County Board.
- (c) To cooperate with the Forest, Parks, Recreation/Land Information Systems Subcommittee and Forest, Parks, Recreation Division of the Department of Land and Water Resources in developing promotional materials and in recreation planning.
- (d) Consult and advise with the County Board Chair on matters pertaining to Economic Development and Tourism efforts of the Oconto County Economic Development Corporation.
- (e) To meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.
- (f) A least one member of the Forest, Parks, Recreation/Land Information Systems Sub-Committee shall be a member of the Economic Development and Tourism Committee.

2.123 TECHNOLOGY SERVICES COMMITTEE

This committee shall consist of five (5) members of the Finance/Insurance Committee. Its duties shall be:

- (a) To supervise the operation of the Technology Services Department including hiring of personnel for the department.
- (b) Work with Technology Services Director to recognize and prioritize the Technology needs for Oconto County departments.
- (c) Review and approve technology related resolutions, ordinances, and policies submitted on behalf of the Technology Services Department.
- (d) Review and make recommendation to County Board of major budgeted purchases per County Board rules.
- (e) To meet regularly on the second Monday of each month, prior to the Finance/Insurance Committee meeting, and any such other times necessary to properly carry out its duties and responsibilities.

2.124 EMERGENCY MANAGEMENT COMMITTEE

This committee shall consist of the County Board Chair and five (5) other members of the County Board.

- (a) Its powers and duties shall be as set forth in Sec 323.14 of the Wisconsin Statutes.
- (b) To meet at such intervals deemed necessary to carry out its duties and responsibilities.

2.125 FINANCE/INSURANCE COMMITTEE

This committee shall consist of five (5) members of the County Board. Its duties shall be:

- (a) To supervise the finances of the County in general, prepare the annual budget, arrange temporary loans, and approve investment of idle funds.
- (b) To cause to be conducted, an annual audit of the County's financial statements in accordance with auditing standards generally accepted in the United States and as required by OMB Circular A-133 "Audits of States and Local Governments".
- (c) To transfer funds as authorized by Sec. 65.90(5)(b), Wisconsin Statutes.
- (d) To audit per diem vouchers
- (e) To audit all current claims and accounts against the County and the dog license fund (except where the Statutes of Wisconsin provide for settlement of such claims and accounts by other committees or offices). To approve and authorize payment of same pursuant to Sec. 59.52(12)(a), Wis. Stats.
- (f) To consult with the offices of County Clerk, County Treasurer, Register of Deeds, Veterans Service and Finance Director in matters pertaining to such offices.
- (g) To consult with the Administrative Coordinator in the matter of adequate liability, property damage, fire and casualty, health, dental and life insurance coverage and bonds of all types deemed necessary, and to authorize the purchase of same in any manner, most advantageous to the County. (Sec. 59.52(11) Wis. Stats.).
- (h) To be familiar with and have knowledge of the property appraisal service which covers all personal property and real estate owned by the County.
- (i) To act on all county library tax exemptions requests referred to the committee by the county board.
- (j) To meet regularly on the second Monday of each month and any such other times necessary to properly carry out its duties and responsibilities.

2.126 LAND AND WATER RESOURCE MANAGEMENT COMMITTEE

The committee shall consist of the chairs and vice chairs of the Land Conservation Sub-committee; the Forest, Parks, Recreation/Land Information Systems Sub-committee; and the Planning and Zoning/Solid Waste Sub-committee. The committee shall be responsible for policy direction for county land and water resources management. The committee shall provide policy direction and coordination for the Land and Water Resources department and its five divisions. Additionally, the committee is responsible for:

- (a) Adopting policies and procedures to provide for the effective provision of services to the public.
- (b) Directing the Department Heads to implement these policies and procedures.
- (c) All division budgets will be approved by their respective sub-committees with the Administrative Support Division budget being approved by the Land Water Resources Committee.
- (d) Hiring/discharging and job descriptions of all Division Heads and staff will be the responsibility of the respective sub-committee. The Division Heads may assist the sub-committee in the hiring process for Division Heads.
- (e) Meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.
- (f) Recommending County Board Resolutions/ Ordinances pertaining to general policy and annual reports.
- (g) Developing policies and procedures in regard to the Administrative Support Division.

(1) LAND AND WATER RESOURCES MANAGEMENT DEPARTMENT - SUB-COMMITTEES

Each sub-committee shall have the duties of other County Board Committees, except those duties specified elsewhere in County ordinances, shall be the duties of The Land and Water Resources Management Committee. Sub-committees shall have authority to spend within their budgets. Copies of all sub-committees agendas and minutes shall be distributed to all members of the Land and Water Resources Management Department. Resolutions/ Ordinances specific to an approved budget line item(s), Zoning amendments, and reports including annual reports, shall be the duty of the respective sub-committees.

(2) LAND CONSERVATION SUB-COMMITTEE

Committee shall consist of six (6) members and shall be organized in accordance with Sec. 92.06, Wis. Stats., to include one (1) member of the Farm Service Agency, five (5) members of the County Board, two of which must be members of the Extension Education Committee created under Sec. 59.56(3)(b), Wis. Stats. The duties of this Committee shall be:

- (a) To perform the functions required by Sec. 92.07, Wis. Stats.
- (b) To meet at such intervals deemed necessary to properly carry out its duties and responsibilities.
- (c) To purchase by bid, contract or otherwise, all supplies and equipment necessary for the operation of its division in such manner which appears to serve the best interests in the County.

(3) PLANNING AND ZONING/SOLID WASTE SUB-COMMITTEE

This committee shall consist of five (5) members of the County Board, and two (2) alternate County Board member to serve, with full power, only when a member of the Planning and Zoning Sub-committee is unable to vote because of a conflict of interest or when a member is absent. The alternate shall serve if the chair of the Zoning Committee authorizes that the alternate serve. The chair of the Zoning Committee shall be notified

of the need for an alternate at a reasonable time in advance. Alternate shall have the authority to vote on all matters and be paid the same per diem and mileage as other members regardless of length of hearing or meeting. Its duties shall be:

- (a) To have general supervision of the functions and activities of the Zoning/Solid Waste and land use control division.
 - (b) Planning and Zoning. As set forth in Sec. 59.69, Wis. Stats. - to meet at such intervals deemed necessary to properly carry out its duties and responsibilities. The Zoning Administrator shall also make an annual report on all their activities.
 - (c) Solid Waste. As set forth in Chapter 15, Solid Waste Management of this ordinance - to meet at such intervals deemed necessary to properly carry out its responsibility for the County Solid Waste Management Program. It shall also have the responsibility for the conduct of the Oconto County Recycling Programs.
 - (d) To purchase by bid, contract or otherwise, all supplies and equipment necessary for the operation of its division in such manner which appears to serve the best interests in the County.
- (4) **FOREST, PARKS, RECREATION/LAND INFORMATION SYSTEMS SUB-COMMITTEE.**
The Forest, Parks, and Recreation/Land Information System Committee shall consist of five (5) members of the County Board. Its duties shall be:
- (a) To have general supervision of the Forest, Parks and Recreation Division.
 - (b) To have general supervision of the Land Information Systems Division and Land Records Office (OCLIO).
 - (c) To be responsible for the administration, use or disposition of County lands and parks, buildings and facilities located thereon, except those specifically assigned to some other committee.
 - (d) To consult and advise with the Department of Natural Resources, similar federal and local agencies on cooperative programs and projects such as: parks, recreation areas, fish and game propagation and conservation, lake and stream improvement and dams. Supervise all such projects undertaken jointly or separately.
 - (e) To purchase by bid, contract or otherwise, all supplies and equipment necessary for the operation of its department in such manner which appears to serve the best interests in the County.
 - (f) To have the Land and Forest Agent make an annual report on all their activities.
 - (g) To be responsible for all matters pertaining to Illegal Tax matters.
 - (h) To meet regularly on the first Wednesday of each month and at such other times necessary to properly carry out its duties and responsibilities.
 - (i) To promote Tourism and Recreation within Oconto County, jointly with the Oconto County Extension Education Committee.

2.127 HIGHWAY COMMITTEE

The Highway Committee shall consist of five (5) County Board members elected by the County Board at its Organization Meeting in even numbered years. Sec. 83.015(1)(c).

The duties and powers of this Committee are set forth in Sec. 83.015(2); its additional duties shall be:

- (a) To be responsible for the management, maintenance and repair of all Highway Department buildings.
- (b) To purchase all supplies, materials, and equipment necessary for the operation of the Highway Department. Such purchases to be made by bid, contract or otherwise; whichever manner serves the best interest of the County, except as provided for in the County Financial Management Policy.
- (c) The County Highway Committee is authorized, pursuant to Sec. 83.015(2) of the Statutes, to purchase without further authority, and to the extent that revolving funds accumulated for such purposes are available, such highway equipment as they deem necessary to properly carry on the work, and to trade or sell such old equipment as may be considered to be for the best interest of the county, except as provided for under the County Financial Management Policy.
- (d) To submit a resolution of their plans and estimated costs for construction and blacktopping of county trunk highways for the ensuing year for approval by the County Board at the May meeting of said Board.
- (e) To meet at such intervals as deemed necessary to properly carry out its functions and responsibilities.

2.129 LAW ENFORCEMENT / JUDICIARY COMMITTEE

This committee shall consist of five (5) members of the County Board. Its duties shall be:

- (a) To consult and advise the Sheriff on all matters pertaining to the Sheriff's Office and to exercise budgetary control over expenditures of the Sheriff's Office.
- (b) To consult and advise in all matters pertaining to the Courts, Law Library, Clerk of Courts, District Attorney, Family Court Commissioner, Court Commissioner, Family Mediation Director, Sheriff's Office, Corporation Counsel/Assistant District Attorney, Child Support Agency.
- (c) To purchase all equipment for the Sheriff's Office in any manner which serves the best interests of the county and authorize the purchase of operational supplies, except as provided for in the County Financial Management Policy.

- (d) To recommend the changes or amendments to the standing rules of the Board which may become necessary and desirable from time to time and to do so at the March meeting of the Board.
- (e) The Law Enforcement/Judiciary Committee shall be responsible for controlling and directing all expenditures from the Jail Assessment Fund, pursuant to §302.46(2).
- (f) To meet regularly on the first Wednesday after the first Monday of each month or at such other times necessary to properly carry out its duties and responsibilities.

2.131 PUBLIC PROPERTY COMMITTEE

This Committee shall consist of five (5) members of the County Board. Its duties shall be:

- (a) To supervise the general maintenance, care and repair of the Courthouse complex, Jail Building and Grounds, and provide assistance for the Material Recovery Facility and Beyer Home property.
- (b) To purchase all furniture for the Courthouse complex and jail based upon the recommendation and quotes from the requesting committee, and to purchase office equipment \$500 or more for the Courthouse complex and jail based upon recommendations and quotes from the requesting committee.
- (c) To make recommendations to the County Board of any changes in space needs (construction or remodeling) of the Courthouse complex and jail and to allocate the efficient utilization of available office space in the Courthouse complex to the various departments and agencies.
- (d) To meet regularly on the first Wednesday after the first Monday of each month or at such other times necessary to properly carry out its duties and responsibilities.

2.132 PERSONNEL AND WAGES COMMITTEE

The Personnel and Wages Committee shall consist of five (5) members; a member of the Highway Committee, a member of the Law Enforcement/Judiciary Committee, a member of the Health and Human Services Board and the remainder of the committee to be County Board Supervisors at large. Its duties shall be:

- (a) To administer resolutions and ordinances relating to the Classifications and Compensations of Employees and as the need arises recommend to the County Board changes and revisions of same.
- (b) To recommend to the County Board not later than its September meeting the salaries or wages of all County employees and appointed county officers whose jobs or positions are listed in the Resolutions and Ordinances.
- (c) To recommend changes in the salaries of elected County Officers to the County Board in accordance with the Sec. 59.15 Wisconsin Statutes or Sec. 66.197.
- (d) To recommend changes in the per diem of County Board Supervisors and supplemental salary of Board chair at the annual meeting preceding the next supervisory election in accordance with Sec. 59.03(3)(F) Wis. Statutes.
- (e) To recommend the appointment of an Administrative Coordinator if and when a vacancy occurs.
- (f) To make an annual report to the County Board at its March meeting listing the annual compensation and fringe benefits of all full time county employees and officers.
- (g) To recommend desired changes in county office hours, employee vacations, sick leaves, other fringe benefits and policies relating thereto to the County Board, subject to provisions of the union working agreement where applicable.
- (h) To negotiate the renewal of all union contracts and submit their recommendation to the County Board for approval.
- (i) To meet at such intervals as deemed necessary to properly carry out its functions and responsibilities.
- (j) To recommend approval or denial to the County Board, by resolution, the establishment of all new personnel positions with salary/wages/fringes, after consulting with the Finance/Insurance Committee.
- (k) Act as the only county agency to formally negotiate labor contracts and other labor related matters directly with union representatives.

2.137 HEALTH AND HUMAN SERVICES BOARD

The Health and Human Services Board shall consist of no less than seven (7) nor more than nine (9) persons of recognized ability and demonstrated interest in human services. Not less than 1/3 nor more than 2/3 of the County Health and Human Services Board members may be members of the County Board of Supervisors. The remainder of the County Health and Human Services Board members shall be consumers of services or citizens-at-large. No public or private provider of services may be appointed to the County Health and Human Services Board. The duties, powers and membership of the Health and Human Services Board shall be as set forth in Sec. 46.23, 251.03 and 251.04 Wis. Stats., and a County Resolution adopted January 18, 1990. This board shall meet at such intervals as are deemed necessary to properly carry out its functions and responsibilities.

2.138 JOINT SOLID WASTE (MAR-OCO) COMMITTEE

- (a) There shall be appointed a Joint Solid Waste MAR-OCO Committee, consisting of six (6) members. Three members shall be appointed by Marinette County at the April County Board meeting for a term

of two years. Three members shall be appointed by Oconto County at the April County Board meeting for a term of two years. In the event a vacancy is created due to resignation, sickness, death, etc., the County shall appoint a member to complete the unexpired term. Any member may be removed by a 2/3 vote of the appointing Board. Members shall be compensated per their respective County Board rules. The Joint Solid Waste MAR-OCO Committee shall, at their first meeting after April, annually elect from its members a Chair, Vice-Chair, and Secretary.

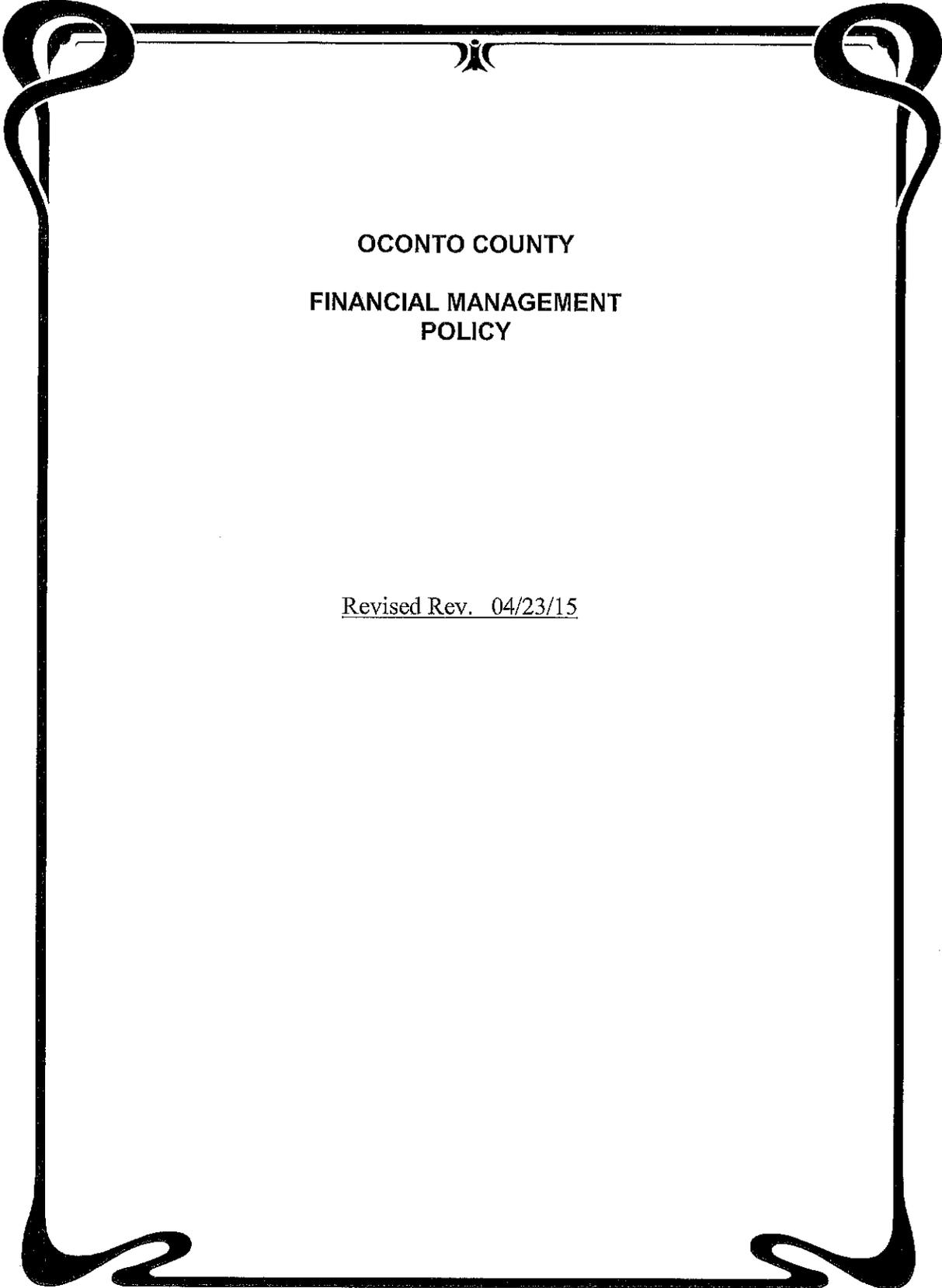
- (b) The Joint Solid Waste MAR-OCO Committee shall adopt rules for conduct of their business. Roberts Rules of Order shall apply to conduct meetings. All statutory provisions pertaining to Open Meetings and Records shall be complied with. Each County shall be responsible for the development, implementation and enforcement of solid waste plans or ordinances pertaining to collection, transportation, resource recovery and recycling of solid waste within their respective County.
- (c) Both Counties jointly shall operate the MAR-OCO Landfill complying with all provisions of the approved plans for same and hereinafter, any directive or requirement of the Department of Natural Resources. To this end, the Committee shall: employ the necessary personnel to properly operate said landfill. Establish a personnel management plan pertaining to wages, hours, benefits and working conditions. The Committee may develop such plan with either or both Counties. Acquire the necessary equipment for operation and maintenance of the landfill. Enter into contracts where necessary for engineering, consultation, construction, operation and maintenance of the landfill. Enter into agreement with either or both County Highway Departments for use of equipment and facilities for the construction of the landfill and related work. Develop, adopt and enforce an ordinance pertaining to disposal at the MAR-OCO Landfill, and provide forfeitures and penalties for violations.
- (d) Both Counties jointly shall be responsible for the management of the MAR-OCO Landfill. To this end, the Committee shall: Establish an accounting system; enter into an agreement with either or both counties to utilize existing accounting and computer operations; designate accounting personnel; and establish auditing procedures. Appropriate funds for construction, operations and maintenance by bonding, loans or levy taxes via both County Boards. Establish a tipping fee to be charged (per ton) for disposal within the landfill. Establish and set aside funds for long-term landfill care and future operations. Accept funds derived from any State and Federal grant or assistance program.
- (e) Both Counties jointly shall be responsible for the management of the MAR-OCO Landfill. To this end, the Committee shall: Honor all existing contracts for their terms. May enter into renewal or new contracts pertaining to waste disposal within the landfill. This agreement shall be approved by each County Board of Supervisors. Amendments shall be in writing and subject to the same approval.
- (f) By acceptance of this agreement, Marinette and Oconto Counties jointly accept full responsibility for the MAR-OCO Landfill inclusive of all financial and legal liabilities.

2.139 CORPORATION COUNSEL

- (a) To be responsible for supervision of overall administration of the Oconto County Code of General Ordinances.
- (b) Shall provide legal advice and opinion on County issues to the County Board, Committees, or Department Heads. Shall review all contracts for Oconto County.
- (c) Represents the Department of Health & Human Services in Chapter 48, 51 and 55 matters.

2.140 EMERGENCIES

In emergency situations where immediate action is required in the interests of Oconto County, the County Board Chair and/or committees may take such emergency actions. A complete report will be provided to the County Board at their next meeting following the emergency action.



**OCONTO COUNTY
FINANCIAL MANAGEMENT
POLICY**

Revised Rev. 04/23/15

OCONTO COUNTY FINANCIAL MANAGEMENT POLICY

TABLE OF CONTENTS

SECTION	TITLE	PAGE(S)
Sec. 1.1	Purpose	1
Sec. 1.2	Authority	1
Sec. 1.3	Authorized Expenditures	1
Sec. 1.4	Standards of Accounting	1
Sec. 1.5	Purchase Orders	1-2
Sec. 1.6	Payment of Invoices; Generally	2-3
Sec. 1.7	Specific Payment Policies	3-5
Sec. 1.8	Administrative Budget Adjustments	5-7
Sec. 1.9	Purchasing	7-9
Sec. 2.0	Administrative Procedures	9-11
Sec. 2.1	Disposal of Surplus Property	11-12
Sec. 2.2	Conflict of Interest	12
Sec. 2.3	Vendor Protest	12-13
Sec. 3.0	Fund Balance Policy	13
Sec. 4.0	Travel, Expense, and Other Reimbursement Policies	13
Sec. 4.1	Eligibility	13-14
Sec. 4.2	Travel – Vehicle Transportation	14
Sec. 4.3	Travel – Public Transportation	14-15
Sec. 4.4	Lodging	15
Sec. 4.5	Meals	15-16
Sec. 4.6	Conventions, Conferences, Seminars, and Training	16
Sec. 4.7	Compensation	16-17
Sec. 4.8	Payment of Compensation and Reimbursements	17-18
Sec. 4.9	Conflicts	18
Sec. 5.0	Capital Asset Management Policy	18-19
Sec. 6.0	Purchases	19
Sec. 7.0	Cash & Cash Management	19-21
Sec. 8.0	County Library Tax Exemption	21-22

Sec. 1.1 PURPOSE

This policy is created to provide consistency among the various Oconto County Departments to improve financial management of County programs and services. This policy is under the administration of the Finance Director who may promulgate policies via an Accounting Procedure Handbook to specify the administration of this section, with the direction and approval of the Finance/Insurance Committee.

Sec. 1.2 AUTHORITY

The Finance/Insurance Committee shall recommend to the County Board any modifications to this policy. The County Board has full authority to modify and update this policy as necessary.

Sec. 1.3 AUTHORIZED EXPENDITURES

No funds may be expended, obligated, or encumbered by any department, board, agency, commission, or entity of Oconto County except pursuant to a lawful appropriation of the Oconto County Board of Supervisors contained in the annual budget or as amended for the current year or as otherwise allowed under this policy.

Sec. 1.4 STANDARDS OF ACCOUNTING

1. Oconto County shall account for its receipts and uses of funds according to Generally Accepted Accounting Principles (GAAP) adopted as Government Accounting Auditing and Financial Reporting (GAAFR) and endorsed for government agencies by the Governmental Accounting Standards Board (GASB) as such standards are embodied in the latest edition of financial accounting standards issued by GASB.
2. The Oconto County Finance Director shall be vested with responsibility to determine compliance by the County and its departments with these accounting standards. The Finance Director may vary from the requirements of these standards where the unique circumstances of Oconto County so dictate, but no variance may be made if its effects would be to falsely represent the actual financial condition of the County. Variations will be reported to the Finance/Insurance Committee at the next meeting.

Sec. 1.5 PURCHASE ORDERS

The use of county purchase orders is optional in most cases and their use is up to the discretion of the department head. A purchase order may be used for said invoices, when requested by a vendor to place an order, to have as a record on file of an order

placed by the department or any other use deemed appropriate by the department head. A County Purchase Order is to be used when requesting lodging reservations, the purchase order being the authorization for the lodging establishment to direct bill the county. Purchase orders are an electronic fill-in form on the county's network and are forwarded to the finance department for issuance of a purchase order number.

Health and Human Services Department and Highway Department shall be exempt from Section 1.5.

Sec. 1.6 PAYMENT OF INVOICES; GENERALLY

1. Department Approval

Each department, except Health and Human Services Department, and Highway Department, presented with an invoice related to a charge for goods, services, supplies, or materials procured by or for that department shall stamp or otherwise indicate on the invoice, the date it is received, and examine the invoice. If the Department Head determines that the invoice is valid, the Department Head should prepare a voucher for payment with the invoice attached and forward to the Finance Department for payment. The department head shall note the due date for the invoice and shall expedite the issuance of a payment voucher in such a timely manner so as to avoid the assessment of a late fee by the vendor. Any late fees incurred due to the tardiness of processing of an invoice by the department shall be charged to that department and noted as "late fee". Department Head shall submit to the Home Committee a list of all items purchased during the month.

2. The Highway Committee

Shall audit and approve all invoices related to expenses incurred by the Highway Department. Vouchers must be prepared and filed in the highway office. A list of vouchers, prepared and signed by the Highway Committee and/or Commissioner, shall be forwarded to the Finance Department along with appropriate remittance information for each payment. Vouchers maintained by the Highway Department will be available for review by the Finance Department.

3. The Health and Human Services Board

Shall audit and approve all invoices incurred by the Health and Human Services Department on a monthly basis, after payment has been made. Said invoices will be prepared on department vouchers and entered into the vendor payment system with a voucher entry edit being produced and signed by the Health and Human Services Director or designee after accounts payable have been processed. Accounts payable will be processed on a weekly basis due to the large volume of invoices and service payments incurred by the department.

4. Invoice Processing

All invoices shall be reviewed and processed for payment in a manner that is prudent with sound financial management.

- a. No department, other than Finance, is authorized to subscribe to any electronic service from a vendor which would result in the ability to manage the financial account information, including bills and payments, of that vendor.
- b. Invoices that are submitted more than 6 months after the goods or services are purchased shall not be paid unless the vendor provides a written explanation as to the delay in billing process.

5. Payment

- a. Invoices approved for payment shall be paid either by check signed by the County Clerk, County Treasurer, and the County Board Chairperson or by electronic funds transfer (EFT) processed through the finance department. In the event of an office vacancy or emergency, only two signatures are required.
- b. Request for payment will normally be processed and paid weekly and also the second Wednesday after the first Monday of each month.
- c. Requests for payment specifically listed in Sec. 1.7 will be processed for payment on a weekly basis.
- d. No accounts payable checks shall be returned to a department prior to being disbursed by the county treasurer except for extraordinary circumstances and then only if a "Request for Return of Accounts Payable Check" form is completed and forwarded to the finance department for approval prior to processing the payment.
- e. County is tax exempt. Departments are to ensure no taxes are included on the invoices. Tax exemption certificate is available from the Finance Director.

Sec. 1.7 SPECIFIC PAYMENT POLICIES

1. The following types of payments shall be ordered for payment by the County Clerk upon receipt of a claim for payment which is properly prepared and submitted in accordance with section 1.6 and may be excluded from pre-audit by the Finance committee:
 - a. Court ordered and/or statutory payments including GAL fees, jury and witness fees and mileage, transcript fees, garnishments, special counsel fees, judgements and court ordered claims against the county, and any other type payment ordered by a court or required by state statute.
 - b. Payments due by provision of the state statutes to a federal or state government or any of their subdivisions, agencies or departments.

- c. Payroll, upon receipt of a properly prepared and certified time records for the various departments, and payments resulting from payroll deductions and fringe benefits including, but not limited to federal and state taxes, health, dental, and life insurance, garnishments, deferred compensation, retirement and union dues.
 - d. All program accounts and claims processed for payment by the Health and Human Services Department in accordance with the authority conferred upon the Health and Human Service Board.
 - e. All claims processed for payment by the Highway commissioner in accordance with the authority conferred to the County Highway Committee per Wis. Stats. Sec. 83.015 and County Board Rule 2.27(b)(3).
 - f. All claims for payments which have been approved by specific action of the County Board.
 - g. All claims processed in connection with any state/federal grant and/or aids program.
2. The following types of payments shall be ordered for payment by the County Clerk upon receipt of a claim for payment which is properly prepared and submitted in accordance with section 1.6 and may be excluded from pre-audit by the Finance/Insurance Committee if such claim has been received and processed in a timely manner and has a due date prior to the next regular meeting of the Finance/Insurance Committee:
- a. Recurring and budgetary approved utility services including: electrical, telephone, water, sewer, and waste management charges which have a due date prior to the next monthly meeting of the Finance/Insurance Committee.
 - b. Payments involving discounts on approved delivery contracts, purchase orders, etc., which have been approved for payment by a statutory board, commission or committee of the County Board.
 - c. Prepayment of reservations and registrations for conventions, conferences, and seminars that have been approved by a statutory board, commission, or committee of the County Board.
 - d. Payment of liability, workers compensation, property, and all other types of county insurance premiums that have been budgeted and approved for payment by the Finance/Insurance Committee.
 - e. Payments on debt service that have been included in an approved annual budget by the County Board.
 - f. Refunds of deposits and overpayments under \$500.

- g. Lease payments of a reoccurring nature, if a current lease contract copy is on file with the County Clerk and if such payments have been authorized for routine payment by the home committee.
 - h. Contracted service payments of a reoccurring nature if a current service contract copy is on file with the County Clerk and if such payments have been authorized for routine payment by the home committee.
 - i. Payments under \$5000 as per Sec. 1.9(1).
 - j. Computer related hardware and software, including GIS software, annual maintenance agreements/contracts, if such agreements/contracts have been adequately budgeted for and specifically approved for payment by the Technology Services Committee or other home committee.
3. The following types of invoices require approval of the County Board prior to payment:
- a. All disputed invoices.
 - b. Invoices over Five Thousand Dollars (\$5,000), except in Sec. 1.7(1) & (2), that have been approved for payment by a statutory board, commission or committee of Oconto County, except those with prior County Board approval.

Sec. 1.8 ADMINISTRATIVE BUDGET ADJUSTMENTS

1. Department Authority

Every department may, if approved by their Home Committee, reallocate funds between activity areas. The Department Head shall submit a written request to the Finance Director for the reallocation, specifying the amount of the transfer and the items involved. If the Finance Director determines the request may cause the department to exceed the total appropriation for an activity or which he/she concludes will adversely impact the overall County budget he/she may deny the request. Home Committee shall review determinations of adverse impact. The Department Head may appeal the Finance Director's decision to the Finance/Insurance Committee.

2. Finance/Insurance Committee Authority

The Finance/Insurance Committee may supplement the appropriations for a particular office, department, or line item by transfers from the contingency account. Such transfers shall not exceed the amount set up in the contingency account as adopted in the annual budget, nor aggregate in the case of an individual office, department, or activity area in excess of ten percent (10%) of the funds originally provided for such office, department, or line item in such annual budget.

Required publication provisions shall apply to all transfers from the contingency account. Nothing in this subsection authorizes the funding of new positions unless those positions have been properly created.

3. County Board Authority

Where a department requests authority to transfer more than ten percent (10%) of the department's budget from the contingency fund, the approval of two-thirds (2/3) of the entire County Board is required.

4. Continuing Appropriations

It is the policy of the County to close all accounts and funds at year's end, except for those that may be required by law and/or for sound financial administration. Those departments that have a need for an account to be carried forward to the next fiscal year must submit a request to the Finance Committee. Such request will be made using the form prescribed by the Finance Department, which will indicate the account, the reason for the carry-over and the department's home committee approval. The request must be forwarded to the Finance Department for review no later than the last working day in January of the ensuing year. The Finance Department will submit the request to the Finance Committee for approval.

5. Budget Compliance

This section outlines procedures to be used by departments and agencies for maintaining compliance with the county's adopted budget:

- a. The county budget is a formal document adopted annually by the county board of supervisors which becomes a legal appropriation. As a segment of this document, a department's budget consists of one or more expenditure accounts and those accounts are comprised of one or more detailed line items. The finance department makes available to all departments weekly and monthly financial reports that indicate the budget and current financial status of every fund department, account and line item. Each department is responsible for monitoring and managing their resources to ensure that expenditures do not exceed the legal appropriation for their department.
- b. The process for maintaining budgetary and financial compliance shall be as follows:
 - 1) Line Items – If an individual line item becomes expended more than its adopted budget by 20% or less, or by less than \$100, no adjustment is required unless it would cause the entire account to become over-expended. If the line item is greater than 120% of its budget and can be covered by another line item (or items) within the same account, then the department head shall submit a line item budget transfer request, approved by their home committee, to the finance department detailing the line items and

amounts and an explanation why the particular line item has become over-expended and why the source line item(s) can be used. The Health & Human Services department is exempt from this section, as that department maintains account compliance by the following Section 1.8(5b2).

- 2) Department Account(s) – If an account within a department becomes over-expended, or appears that it will become over-expended, and the department head believes that funds are available in another account within the department to cover the expenditures, then the department head shall prepare a budget transfer request detailing the amounts and an explanation why the particular account has become over-expended and why the source account(s) can be used for the transfer. The account transfer request must be approved by the department’s home committee. The transfer request is then to be forwarded to the finance department (or maintained on file in the human services department for human services accounts). If the department only has one account or does not believe funds are available from other accounts within the department, then the department shall use the process in Sec 1.8 (5b3).
 - 3) Total Department – If the total expenditures for a department (or fund, in the case of Human Services) exceed or appear they will exceed the legal appropriation for the department as a whole, then the department head must, in consultation with their home committee, submit a report to the finance committee detailing the situation and a plan to correct the deficit.
- c. These procedures need not apply to those accounts which are expenditure reimbursed accounts deriving funds entirely from federal, state and local sources, including highway fund cost pool, state and local districts road and bridge accounts.
 - d. Non-compliance with the above procedures may result in delays in the processing of payments to vendors and other payees.

Sec. 1.9 PURCHASING

1. Departments

Department Heads may purchase needed items that are approved in their budget under \$5000, (except technology purchases pursuant to Sec. 2.0 (3)) all items purchased shall be reported back to the Home Committee. All office furniture purchases shall be reviewed by the Public Property Committee prior to purchase to check county inventory of requested item and/or take advantage of discount pricing by buying in bulk.

2. Home Committees

Home committee shall review a list of any purchased item under \$5000 from the previous month. All office furniture purchases shall be reviewed by the Public Property Committee prior to purchase to check county inventory of requested item and/or take advantage of discount pricing by buying in bulk.

3. County Board

Any payment over \$5,000 not listed in Sec. 1.7, or otherwise provided, must be approved by the County Board prior to purchase. The sequence of steps for approval of these types of purchases will be Department Head, Home Committee, County Board.

4. Procurement Procedure

The following is the method by which procuring items shall be done by:

- a. Goods or services that are under \$5000 may be procured by obtaining, at minimum, verbal quotations from one or more vendors, if available. (Highway Department and Health and Human Services Department exempt.)
- b. Goods or services that are \$5,000 to \$10,000 may be procured by a Request for Quotes process. Request for Quotes shall be published in the two local newspapers and on the website. Quotes shall be received by the respective Department Head. The Home Committee shall then prepare a recommendation to the County Board at the earliest possible time (Highway Department exempt with the exception of automobiles, office equipment, and office furnishings).
- c. Procurement of goods or services that are over \$10,000 (\$50,000 for Highway Department, with the exception of automobiles, office equipment, and office furnishings), shall be by obtaining sealed bids. Sealed bids shall be received by the County Clerk until the Home Committee meets to make a decision on the bids. The County Clerk shall stamp the date and time each bid is received. All requests for quotes, bids or RFP's shall be in writing and reviewed by Corporation Counsel prior to awarding a contract to vendor to ensure that all specifications are met.
- d. Public works projects shall comply with State Statues 59.02 (29) in which requires all public works projects over \$25,000 to be by sealed bid process.
- e. Department may choose more restrictive procedures, if deemed necessary.
- f. Departments are not to break down a total project in order to circumvent these policies unless approved by the Finance/Insurance Committee.

5. Procurement of Professional Services/Client Services

Contracted professional services for under \$5,000 shall be exempt from Sec.1.9 (4) as stated above. Responses to County R.F.P.'s under \$5,000 only require Department Head approval. Responses to County R.F.P.'s by Professional Services Agencies for services over \$5,000 shall be approved by the County Board except for Highway Department which shall be approved by the County Board for services of \$50,000 or over, and Health and Human Services Department which shall be approved by the County Board for services of \$50,000 or over; Health and Human Services Department shall be exempt for client services.

6. Procurement of Grant Funded Equipment & Services

Procurement of grant funded equipment and services under \$5000 and annual maintenance contracts shall be exempt from Sec. 1.9 (4) above. A report of these items shall be given to the Finance Committee.

7. Contracts

All contracts for goods or services shall be reviewed and approved by the Corporation Counsel. Any changes to existing contracts or termination of contracts shall also be reviewed and approved by the Corporation Counsel.

Sec. 2.0 ADMINISTRATIVE PROCEDURES

1. Finance/Insurance Committee

The Finance/Insurance Committee is responsible for reviewing all invoices, after they have been received, for final approval (except in Sec. 1.7). They are also responsible for monitoring the purchasing habits of the various County Departments.

2. Requisition for Office Supplies

Requests for all books, forms, office supplies, film, and office equipment by all departments of the County shall be made by the Department Head, or designee, from current office supply vendor or another vendor if economically advantageous to county. A requisition may be generated only if there are sufficient funds within the departmental budget for the specified purpose.

3. Technology Purchases

All technology services and equipment purchases shall go through the Technology Services Department. The Technology Services Director can approve any budgeted purchase under \$5000. Any non-budgeted purchase must be approved by Home Committee and Technology Services Committee. Any purchase over

\$5,000 is subject to section 1.9(3). This is to ensure that equipment, services, and software purchased is compatible with current equipment and software and in line with the technology trend that the County is trying to establish. This will provide the Technology Services Department an opportunity to research prices and service agreements to give the County the best possible deal. Copier lease renewals, if less than 10% increase in cost from previous lease agreement, shall be approved by the Technology Services Director and does not require Committee approval.

4. Emergency Purchases

Emergency purchases involve conditions adversely affecting the health, safety, or welfare of any person or substantial damage to property. If an emergency arises, the Department Head shall contact the Home Committee Chairperson, or Administrative Coordinator, or County Board Chairperson concerning the need for the purchase and explain the emergency and receive approval. The Home Committee Chairperson shall, if appropriate, contact the Administrative Coordinator and, if appropriate, the County Board Chairperson to inform them of the emergency and consult with them on a possible decision. Payment of these will be processed through the normal procedure.

5. Contracts

Contracts/agreements shall be reviewed by Corporation Counsel and the Administrative Coordinator for legal review and insurance purposes. Once reviewed, except for Highway Department and Health and Human Services, the original shall be forwarded to the County Clerk who shall then be responsible to ensure compliance with this section. Contracts/agreements shall be reviewed and approved by the Home Committee and shall be signed by the Home Committee Chairperson or a designee, and the County Clerk or a designee. If the contract/agreement involves work on a courthouse complex, jail building and grounds, the Public Property Committee shall be contacted and in charge of procuring the service. The original contract shall be filed with the County Clerk, except for Highway Department and Health and Human Services.

All vendor contracts, except for Highway and Health & Human Services, must be approved by the County Board, except for contract renewals that are for the same price and with the same vendor name.

6. Over/Under Payments

Unless otherwise authorized by law, county agencies, but also including the Office of District Attorney, may retain overpayment of licenses, fees and any other charges when the overpayment is two dollars (\$2) or less, unless such refund is specifically requested in writing within 60 days of the date of original payment. Underpayment of not more than two dollars (\$2) may be waived when the administrative cost of collection would exceed the amount of underpayment.

7. Electronic Distribution of Payroll Paystubs

Upon the development of the appropriate technology and distribution system by the technology services department and the approval of the Finance/Insurance Committee, the bi-weekly and monthly payroll paystubs for all regular full-time employees shall be distributed electronically, and paper paystubs will be eliminated. Electronic paystubs shall contain all the information required by state and federal regulations, including employee vacation, sick and other applicable leave balances.

Sec. 2.1 DISPOSAL OF SURPLUS PROPERTY

1. Departments with general (non-computer) equipment or supplies which have become unsuitable or unnecessary for their needs and which will not be traded in or applied on any purchase, shall notify the Administrative Coordinator. The Administrative Coordinator shall inform other county departments via the myOconto intranet of the equipment or supplies to determine if they can use those items. If there is no need for "general" equipment or supplies, the information for the "general" equipment shall be given to the Public Property Committee and disposed of by one of the following methods as determined by the Public Property Committee.
 - a. Donated to the New Beginnings Store.
 - b. Sale of item via internet coordinated by Technology Services Director and/or Administrative Coordinator.
 - c. Declared as junk and properly disposed of at the direction of the Public Property Committee. Public Property shall contact local units of government with the information regarding the surplus "general" equipment and disposal process. If the items are sold via the internet, the proceeds from the sale shall be paid to the County Treasurer and deposited into accounts as determined by the Finance/Insurance Committee.
2. Law enforcement vehicles shall be disposed of according to the Law Enforcement Committee. Proceeds from any sales shall be accounted for as a revenue in its Sheriff Department budget under sale of vehicle account.
3. Highway equipment under \$10,000 shall be disposed of according to the Highway Committee per County Board rule 2.127(b)(3). Proceeds shall be accounted for as a revenue in the Highway Department budget. Equipment over \$10,000 shall be disposed of per State Statute.
4. Technology equipment, such as computers, printers and phones which become excess shall be returned to the Technology Services Department for inventory, parts, and/or disposal. The T.S. Director will determine if the computer related

equipment can be used elsewhere within the County or one of the following disposal methods:

- a. Donate to New Beginnings Store.
- b. Sell via the internet.
- c. Find inexpensive method to dispose of equipment with no value.
- d. Sell or donate to any Oconto County governmental or non-profit agencies at agreed upon discounted rate.

Any items disposed of using any of the above means shall be reported to the Technology Services Committee at their next meeting.

If the equipment or supplies are transferred from one department to another, it shall be noted in the T.S. hardware inventory. The T.S. department shall maintain a listing of all retired and sold equipment.

5. County employees and County Board members shall follow the same procedures as the public in purchasing surplus county property.
6. Forest, Parks & Recreation/Land Information Systems Department equipment or supplies not stored or used at the courthouse shall be disposed of according to the Forest, Parks & Recreation/Land Information Systems Sub-committee. Proceeds shall be accounted for as revenue in their appropriate budgets.
7. Solid Waste Department equipment or supplies not stored or used at the courthouse shall be disposed of according to the Solid Waste Committee. Proceeds shall be accounted for as revenue in their appropriate budgets.

Sec. 2.2 CONFLICT OF INTEREST

See Wisconsin Statutes 19.59 and 946.13.

Sec. 2.3 VENDOR PROTEST

The term vendor protest shall mean an allegation that there has been a breach, misinterpretation, or improper application of the County Financial Management Policy. Prompt and just settlement of the protest is in the mutual interest of the County and Vendor. Therefore, a structure procedure has been developed to consider these protests.

Step 1: The vendor shall present the complaint orally to the applicable Department Head for resolution.

Step 2: If the protest is not settled at Step 1, the protest shall be presented in writing to the Home Committee with a copy sent to the Administrative Coordinator within 10 calendar days after answer to Step 1. The written protest shall include the following:

1. Name, address, and telephone number of protestor.
2. Signature of protestor or its representative.
3. Identification of Financial Management Policy that was breached.
4. Form of relief being sought.

Step 3: If the protest is not settled at Step 2, the vendor may file a written protest to the County Board of Supervisors within 10 calendar days of answer to Step 2. The County Board of Supervisors will take the protest up, within sixty (60) days, at their next regularly scheduled meeting. The decision of the County Board of Supervisors is final.

Sec. 3.0 FUND BALANCE POLICY

1. The County will maintain unreserved fund balances to provide necessary working capital to avoid cash flow interruptions and/or short-term borrowing to fund daily operations. These fund balance reserves are used to generate interest income and to assist in maintaining an investment grade bond rating.
 - a. The general fund unreserved-designated (working capital) balance is to be maintained at a minimum of \$4,000,000, to provide an adequate cash flow.
 - b. The general fund reserved-undesignated balance is to be maintained at a minimum of \$2,000,000 to provide an adequate reserve for unforeseen costs.
 - c. The internal service (Highway) fund's "Net assets restricted or working capital" balance shall be maintained at a minimum of one month's (8.3%) equivalent of the fund's annual operating expenses (prior year audited), to provide an adequate cash flow.
 - d. The internal service (Highway) fund shall additionally reserve, at year's end in its "Net assets restricted for subsequent years fixed asset acquisition", an amount equal to the prior year's depreciation charge (as reported in the Highway closing Exhibit A Schedule 8). This reserve is available to fund capital asset purchases.

Sec. 4.0 TRAVEL, EXPENSE, AND OTHER REIMBURSEMENT POLICIES

Sec. 4.1 ELIGIBILITY

Members of the County Board, County elected officials and their deputies, members of committees, boards and commissions, department heads and such other employees or other authorized persons as are expressly authorized by their respective department heads and governing committee shall be entitled to reimbursement for travel expenses

and other expenses as provided herein. This section is subject to the terms of any labor agreement entered into by the County.

Individuals traveling on official county business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act (ADA) and /or Section 504 of the Rehabilitation Act of 1972. Reasonable accommodations could take various forms such as payment of portage costs or allowing a personal attendant to accompany the individual while on travel status.

Sec. 4.2 TRAVEL – VEHICLE TRANSPORTATION

1. Persons eligible shall be reimbursed for vehicle travel at the IRS rate. Mileage for attendance at conventions, conferences, seminars, or other authorized business travel shall be calculated using the distance from the person's home to the business location or the distance from the person's permanent work site to the business location, whichever distance is less.
2. In the event more than one eligible person is traveling to the same destination, such persons shall, whenever reasonably possible, share a vehicle, or vehicles to reduce travel expense. In such case, mileage shall be paid to the eligible person actually providing the vehicle transportation. In the event a number of persons claim mileage in violation of this vehicle-sharing policy, the Finance/Insurance Committee may pro-rate mileage allowance or it may disallow all such claims. Utilization of county owned/leased vehicles is encouraged.
3. Department heads and employees (excluding County Board members and others as specified in employment contracts) otherwise eligible for reimbursement of mileage shall not be entitled to payment for travel between their home and their place of employment for normal, daily work, overtime work, attendance at County Board meetings, committee, board and commission meetings.
4. Eligible persons shall receive full reimbursement of parking charges and/or tolls upon presentation of original receipts or actual cost expended for meters. No reimbursement will be made for traffic citations or parking tickets or fines.
5. Whenever possible, eligible persons shall use county owned vehicles at a discounted rate of 15 cents less per mile compared to using their personal vehicle. Vehicles can be reserved using the myOconto intranet and keys may be picked up at the TS Office.

Sec. 4.3 TRAVEL – PUBLIC TRANSPORTATION

1. Reimbursement for commercial air travel shall generally be limited to the least costly coach fare that uses a regularly scheduled commercial carrier.

2. A rental vehicle may be used in situations where it is the most cost-effective means of transportation or when the efficient conduct of county business precludes the use of other means of transportation.
3. Reasonable and necessary charges for taxi and airline limousines, including tips, are reimbursable when other modes of travel are not available or practical.
4. Reimbursement for lodging within 50 miles of the Oconto County Courthouse is not permitted unless specially authorized in advance by home committee or county board action.

Sec. 4.4 LODGING

1. Eligible persons are expected to seek standard lodging accommodations that are comfortable, convenient, and safe; meet the business needs and offer good value. Reimbursement is limited to the rates established by the lodging establishments associated with the event or if no established rate, a reasonable rate as allowed by the respective home committee. When making reservations, the governmental rate must be requested.
2. Eligible persons of the same gender shall share lodging whenever possible with exceptions for medical and disability reasons. If an eligible person chooses not to share lodging, the eligible person shall be reimbursed 50% of the double occupancy rate. If an eligible person shares lodging with a non-eligible person, the eligible person shall be reimbursed the single occupancy rate, but in no event shall reimbursement exceed the rate as described in Section 4.4 (1). The double and single occupancy rate must be documented.
3. Room reservations must be made in advance, using a county purchase order, department purchasing card or the employee may use their own credit card. The purchase order is available from the Finance Department. It indicates to the lodging facility that the county is exempt from state and local room taxes. The purchase order also provides the information that the establishment needs for direct billing to the county for room costs. Any cancellation fees as part of the lodging establishment official policy will be paid by the county.
4. No additional room charges will be allowed, except for business related telephone calls.

Sec. 4.5 MEALS

1. Eligible persons shall be reimbursed for the cost of meals, including tax, and a tip of not to exceed 15% based on cost of the meal when the eligible person is on County business-related activities outside of Oconto County.
2. Eligible persons shall be reimbursed for the cost of meals at the rate of \$35 per day.

3. Eligible persons shall not be reimbursed for the cost of meals when the eligible person is on County business-related activities in Oconto County, except when the business activity involves conferences/sessions with outside agencies, such as other governmental units, in which case reimbursement for meals shall be pre-approved by the appropriate department head and/or governing committee/board, and except for County Board members attending regional or district meetings of local, state, or federal officials having similar responsibilities or duties.
4. Eligible persons shall not be reimbursed for cost of meals included in the cost of registration for any conference, seminar, training session or meeting unless specifically authorized by the Finance/Insurance Committee.
5. Expenditures for alcoholic beverages or tips are not reimbursable. Meals that are included in the cost of registration are not reimbursable as an additional expense claim unless specifically allowed by the Finance/Insurance Committee. Receipts are required for all meals over \$2.00.
6. Per IRS regulations, reimbursements for meals not overnight are considered a fringe benefit and may be taxable to the employee..

Sec. 4.6 CONVENTIONS, CONFERENCES, SEMINARS AND TRAINING

1. Registration fees and tuition are reimbursable with evidence of payment (receipt). Department heads and staff may attend those conventions; conferences, seminars, and training that are appropriate and approved by the department head or staff's home committee if \$5000 or over.
2. Conference/Seminar/Convention is defined as an overnight event that per the agenda for that event states it is a conference/seminar/convention. County Board members shall obtain prior authorization from their respective committees and attend these events in order to be eligible for a meeting per diem.

Sec. 4.7 COMPENSATION

1. Per diem compensation will be established by the County Board at the annual meeting.
2. Standing committee and board members shall be paid per diem for actual meeting days attended with a maximum of one paid meeting for any given day. For attending meetings more than 150 miles from the County seat which require leaving the day before, committee and board members shall be paid per diem for the day traveling to the meeting and for the day returning from the meeting unless the return trip occurs on the same day as the meeting in which case the member shall be paid only one per diem. For attending meetings less than 150 miles from the County seat, committee and board members shall not be paid per diem for the day traveling to the meeting and for the day returning from the meeting unless travel

day occurs on the same day as the meeting in which case the member shall be paid only one per diem.

3. Standing committee and board members are allowed meetings in excess of the limits set forth in Sec. 59.13(2)(b), Wis. Stats., and the compensation for such meetings, except for meetings of the Highway Committee, shall be as is established in Section 4.7(1).
4. The Highway Committee when acting in performance of their duties as Highway Committee members shall be paid per diem in excess of the amount set forth in Sec. 83.015, Wis. Stats., and shall be paid the same amount as is paid members of other standing committees and boards of the Oconto County Board of Supervisors, provided that such annual compensation shall not exceed \$4,000.
5. Attendance by board and standing committee members at seminars or conferences for which a per diem may be paid shall be limited as follows: County Board Supervisors may attend a maximum of 3 (three) seminars/conferences per year excluding the WCA Convention.
6. County Board members and members of standing committees shall be paid only one per diem for attending more than one meeting of the County Board and/or of standing committees or boards in one day.
7. County Board members shall be paid a per diem for attending the tour conducted by the Administrative Coordinator for newly elected or appointed County Board members.
8. Non-salaried County Board members shall be paid $\frac{1}{2}$ of the per diem for attending a standing committee meeting that they are not a member of and have authorization from a committee to attend on behalf of that committee, except for the Committee Chairs or their designee attending the Finance/Insurance Committee budget meeting in which a full per diem shall be paid.
9. County Board members shall obtain authorization from their respective committees to attend non-county meetings, as well as any conference or seminar, in order to be eligible for a meeting per diem.

Sec. 4.8 PAYMENT OF COMPENSATION AND REIMBURSEMENTS

1. Board, committee and commission members shall file their monthly claims in accordance with Rules of the Board 2.120(7).
2. All other employees shall file their expense claims within 60 days of the end of the month the claim was incurred. Claims, with required documentation attached, must be prepared on the forms approved by the finance department. All claims must be

approved by home committee prior to submitting to the finance department for processing.

3. Claims will be processed monthly and payment made on or about the 20th of each month.
4. Use of personal funds (cash, checks, credit cards) for the purchase/payment of county related items/services is discouraged except for de minimis purchases (under \$25) and work related travel costs (lodging, meals, parking, tolls).

Sec. 4.9 CONFLICTS

1. In the event the terms of this section conflict with the terms of any ordinance or resolution adopted by the Board prior to the adoption of this section, the terms of this section shall control the outcome of any such conflict.

Sec. 5.0 CAPITAL ASSET MANAGEMENT POLICY

1. General: With the implementation of Governmental Accounting Standards Board (GASB) Pronouncement #34, Oconto County is required to report all capital assets in its Government Wide Financial Statements. The recording of these capital assets is guided by this Capital Asset Management Policy. The essence of such a policy is the establishment of a capitalization (cost) threshold that will determine if an item is to be recorded as a capital asset.

2. Definition: Oconto County defines a capital asset as a tangible item which has an estimated useful life of at least two years following the date of acquisition and has a significant value (capitalization threshold).

3. Asset Categories and Thresholds:

CATEGORY	THRESHOLD
Land	ALL
Buildings	\$100,000
Building Improvements	\$ 50,000
Improvements Other Than Buildings	\$ 25,000
Machinery & Equipment	\$ 5,000
Motor Vehicles	\$ 5,000
Other Assets	\$ 5,000
Infrastructure	\$250,000

*except where federal/state regulations require a different amount

4. Application: The above definition applies to an *individual item*. When similar items of an asset group that are individually less than the capitalization

threshold but when added together exceed the capitalization threshold, that group may be capitalized.

5. Valuation and Depreciation: Assets are valued at cost or estimated cost when original cost is not determinable. The straight-line depreciation method is used, unless an alternative method is required for a federal/state program. Depreciation is computed based on an Asset Service Life Expectancy Table compiled by the county finance department. Land is not depreciated. A 15% salvage value is used to arrive at an asset's depreciable value, except that buildings, building improvements, and improvements other than buildings (land improvements) get fully depreciated.

6. Responsibility: The Finance Department is responsible for developing and implementing the procedures for recording and capitalization of the county's capital assets and for maintaining the capital asset management system.

Sec. 6.0 PURCHASES

1. Purchasing Card Program

The County shall maintain a Purchasing Card (P-Card) Program. This program is to provide an efficient, cost-effective method of purchasing and paying for small-dollar as well as high-volume purchases. The County Finance Director shall be the Administrator of the P-Card Program and shall develop, maintain, monitor and review all policies and procedures relating to the program. The finance department will monitor the usage of the P-card Program to insure proper authorization, accounting and security in the use of this program.

All purchases made using the P-Card Program must be in conformance with all applicable sections of the Oconto County Financial Management Policy.

Sec. 7.0 CASH AND CASH MANAGEMENT

1. PURPOSE

Cash, which includes negotiable items (checks, money orders, certified checks and any other similar instrument), is the county's most sensitive asset and as such proper cash management requires solid internal controls and strict adherence to cash management and deposit policies. This section defines policies and procedures related to cash, cash handling and cash management.

2. CASH COLLECTIONS AT VARIOUS SITES

For cash collected at the various sites within the county, including departments within the courthouse complex and off-site collection points, the following procedures are to be followed:

1. Cash collections received should be receipted for using pre-numbered receipts or a receipting system.
2. Cash should be immediately secured in a lockable cash drawer, cash box, safe or other secure receptacle.
3. Cash in an office, other than a "petty cash" fund, is to be deposited with the county treasurer or an authorized financial institution on a weekly basis, or more often if accumulated cash exceeds \$100, except for New Beginnings which shall establish their own policy with approval of the Finance Director.
4. The prompt deposit of collections with the county treasurer helps insure the safety of cash, eliminates idle cash balances, allows for expedited cash flow and provides interest earnings for the county.

3. PETTY CASH FUNDS

Petty cash funds are provided to enable departments to make cash conveniently available for making change at the counter and/or for very minor costs or reimbursements. The establishment and use of petty cash funds by departments is intended to be very limited.

1. A request for the establishment of a petty cash fund must be submitted by the department head, approved by the department's home committee and forwarded to the finance department for approval by the Finance Committee. The request must be made on a Petty Cash Imprest Fund Request and Agreement Form. That form is also to be used for closing, transferring or adjusting a petty cash fund.
2. The amount of a petty cash fund should be such that replenishment of the fund, if and when needed, should be limited to what is needed for a short period of time (one to three months).
3. One member of the department should be designated as the petty cash custodian. Any transactions from the petty cash fund should be handled through this custodian.
4. Any disbursement from a petty cash fund, other than making change, must be supported with a pre-numbered petty cash withdrawal slip which indicates the date, amount and purpose of the transaction.
5. The replenishment of the fund should be made by submitting an accounts payable voucher with the petty cash withdrawal slips attached supporting the requested reimbursement amount.
6. Any petty cash fund which is determined to no longer be needed should be promptly returned to the county treasurer.
7. Petty cash funds are subject to periodic, unannounced verification by the finance department.

4. BANKING ACCOUNTS

All banking accounts must be authorized by the Finance Committee. The bank accounts shall be recorded on the county's general ledger and are subject to appropriate procedures for internal controls including performance of monthly reconciliations.

1. If a separate banking account is needed to be established, a department must request approval from their home committee and forward the request to the finance department which in turn will forward it to the Finance Committee. The request is to be made using a "Bank Account Authorization" form.
2. One employee of the department will be designated as the bank account custodian. That person is responsible (either through performance or delegation) for maintaining a record of transactions, deposits, performing monthly bank reconciliations and safeguarding any check stock.
3. The monthly bank statements are to be sent directly by the banking institution to the finance department, which will make a copy of the statement and forward the original statement and any enclosures to the department.
4. Reconciliations of the bank statements are to occur monthly by the department. A copy of the reconciliation shall be forwarded to the finance department. Failure to perform and forward monthly reconciliations on a timely basis may result in a recommendation by the finance department to terminate the account.
5. Outstanding items shall be reviewed at least annually and a list of any checks outstanding one year after issuance shall be forwarded to the finance committee for cancellation.

Sec. 8.0 COUNTY LIBRARY TAX EXEMPTION

The following provides a process and procedure for a municipality which may file an application for exemption from the county library tax levy. It also indicates the County's actions regarding an application for exemption.

LIBRARIES Wisc. Stats. 43.64 (County tax):

Upon written application to the County Board, a municipality shall be exempt from the library tax if the district levies a tax for public library service and appropriates and expends for a library fund during the year for which the county library tax is made, a sum as least equal to an amount calculated as follows:

1. Divide the amount of tax levied by the county for public library services in the prior year by the equalized value of property in the area of the county that was subject to the county property tax levy for public library services in the prior year.
2. Multiply the amount determined (above) by the equalized valuation of the property in the district for the current year.

Procedure:

A municipality is to submit a written application to the County Board of the county:

Address to: Oconto County Board of Supervisors

Send to: Oconto County Clerk, 301 Washington St. Oconto WI 54153

Application format:

The exemption application should include wording similar to the following and be signed by a municipal official: **(example is for a 2010 tax levy year)**

EXEMPTION FROM COUNTY LIBRARY TAX FOR
THE TAX YEAR OF <u>2010</u>
Pursuant to the provisions of 43.64 (2) (b) Wis. Stats., The <i>(Municipality)</i> does hereby apply to the Oconto County Board of Supervisors to be exempted from the <u>2010</u> county tax levy for public library service.
The <i>(Municipality)</i> does certify that it shall levy in <u>2009</u> , a tax for public library service and expend for a library fund in that year, an amount at least equal to the amount calculated under 43.64 (2) (b) Wis. Stats.
In addition to the levy and expenditure described above, the <i>(Municipality)</i> further certifies it maintains a public library in the following manner:
<hr/>
Signed: <u>Municipal Official</u>
Dated: <u>XX/XX/2009</u>

Timeframe: The Application must be received by the County Clerk no later than September 1 for inclusion in the County Board's September agenda. The Application will be submitted as a Communication to the County Board and then referred to the county's Finance and Insurance Committee for approval or disapproval at their October committee meeting. The Application will be approved if it meets all of the conditions in Sec. 43.64(2), Wis. Stats.

Occurrence: An Application For Exemption must be submitted annually by the municipality. It is not the responsibility of the County to initiate any application.

Requested documentation: to verify compliance with the statutes requiring that the municipality levies, appropriates and expends the required amount calculated, the municipality must furnish the following with the application: 1. A copy of the municipality's budget showing the library service tax levy when the budget is adopted, 2. A copy of documentation showing the subsequent payment of that amount to the library in the next year and 3. If a municipality does not maintain a public library that is located within its borders, then documentation which indicates an agreement for maintenance with a joint library board with another municipality (65 Atty. Gen. 182).

Calculation: The tax levy calculation required by 43.64(2) (b) can be made by the Oconto County Finance Dept.

**ADMINISTRATIVE
COORDINATOR**

2015

ANNUAL REPORT

Respectfully submitted by

Kevin Hamann
Administrative Coordinator

April 19, 2016

TO THE HONORABLE OCONTO COUNTY BOARD OF SUPERVISORS

The 2015 Annual Report is presented to you as a means of summarizing the year's activities and addressing the current condition of the County.

I have been your Administrative Coordinator for more than 19 years. During these years, we have controlled spending, implemented administrative policies and procedures, and improved communication while at the same time, providing high quality services and programs to the residents of Oconto County. We have certainly made substantial progress during that time, despite experiencing a few difficult years recently.

2015, as has been the case for the last few years, was one of maintaining the "status quo" as we continue to struggle through our stagnant economy.

ADOPTION OF 2016 BUDGET

Adoption of the 2016 Budget was, for the most part, adopting the 2015 Budget with a few changes, two of which were significant. One, a cut of \$815,000 to the HHS Budget and another one was a cut of \$359,681 to the Highway Budget.

2015 Highlights

- General
 - County incurred its first debt in many years, with \$25 million for the Law Enforcement Center
 - Adoption of Family Care for HHS
 - Conducted Strategic Planning
 - Revised the County Board Rules

- Revised the Financial Management Policy
- Adopted Internal Financial Control Policy
- Adopted Investment Policy
- Revised Affirmative Action and Civil Rights Plan
- Revised Employee Handbook and Administrative Manual
- Revised the Safety Manual
- Created the Crime Prevention Fund Board and fee
- Published a New Plat Book
- Amended the MAROCO Landfill agreement

- Human Resources
 - Approved 3 year agreements with Public Safety employees
 - Compliance with the Affordance Care Act

- Facilities
 - Numerous improvements to Chute Pond Campground
 - Installation of a Machickanee Fishing Pier
 - Install new video conferencing equipment in the courtrooms
 - Installation of energy efficient lighting in the Courthouse
 - Installation of new door exits to comply with code
 - Installation of new roof and repair of windows

- Law Enforcement Center
 - Completed acquisition of properties for the project
 - Adopted lease for parking at Holy Trinity
 - Began construction of the new facility

BEYOND 2016

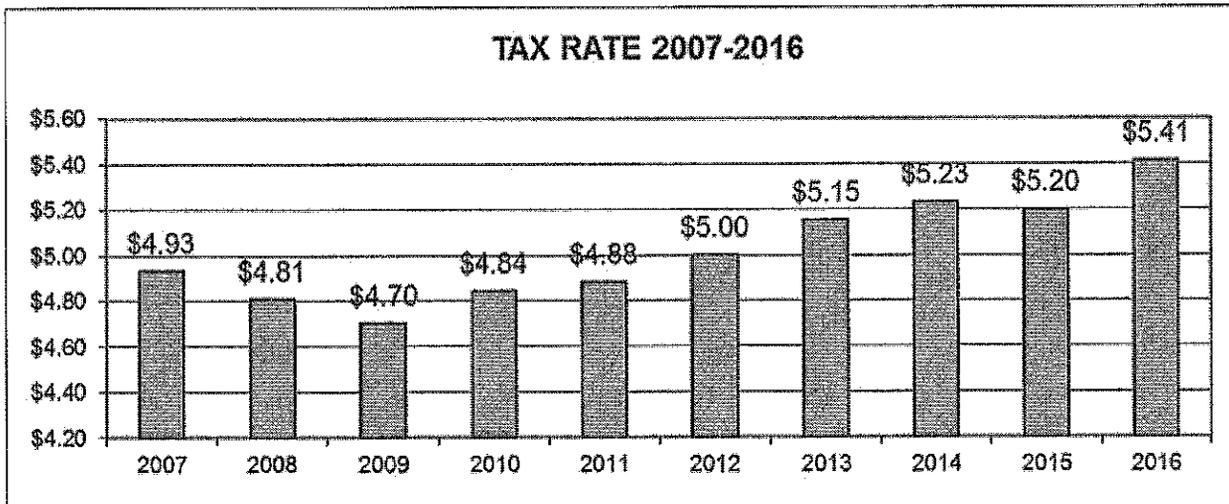
Future years will be increasingly more difficult to plan and budget for. Demands for increased services, such as police protection and mental health services, employee compensation, fringe benefit costs, staffing levels, under-funded Federal and State mandates, and the State budget all impact the County budget today as well as tomorrow. Therefore, we began strategic planning in 2015 and plan to continue each year in order to address these issues.

FINANCIAL

The tax rate increased by 20 cents or 4.1%. This was due to the additional 25 cent debt levy for the LEC project. Without that, the tax rate would have decreased 4 cents. The County equalized value increased \$60 million, or 1.7 %. This is the second year of an increase after experiencing 5 years of decreases.

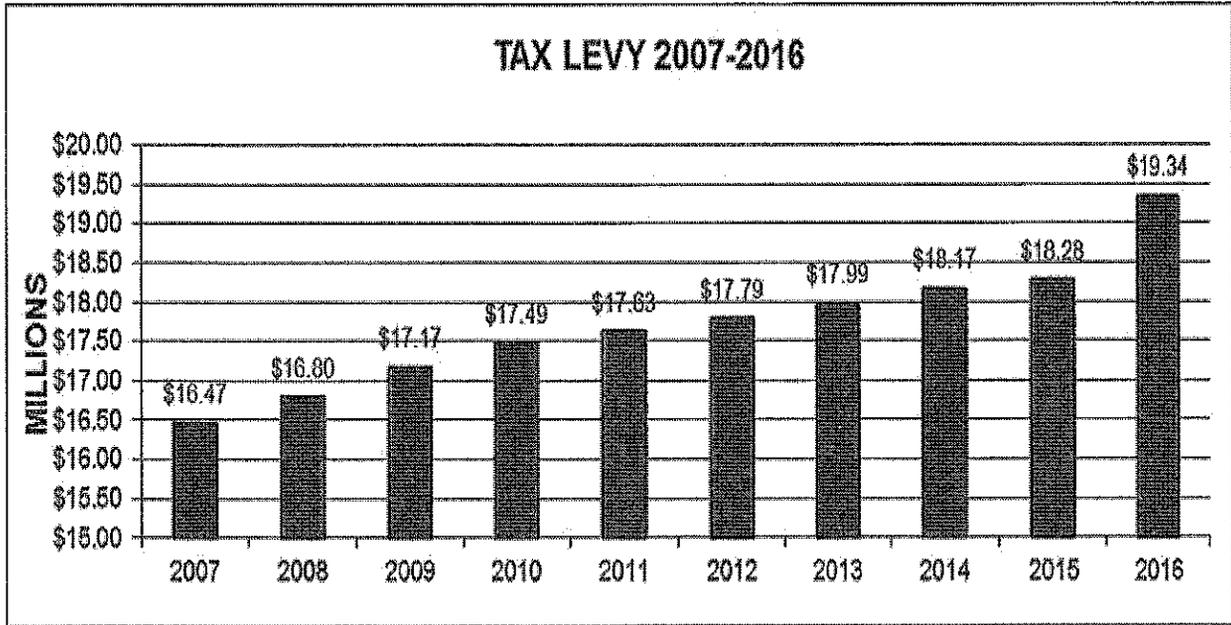
The table and graph below illustrate the tax rate since 2004.

<u>Tax Year</u>	<u>Tax Rate</u>	<u>% Incr.</u>
2007	4.93	-6.3%
2008	4.81	-2.4%
2009	4.70	-2.3%
2010	4.84	3.0%
2011	4.88	0.8%
2012	5.00	2.1%
2013	5.15	3.1%
2014	5.23	1.5%
2015	5.20	-0.6%
2016	5.41	4.1%



The tax levy increased for 2016, by \$1,066,208 or 5.86% as seen in the table and graph below. From 2007 to 2016, the tax levy went up \$2,875,295 or 17.5%. The last five years have increase \$1,710,036 or 9.7%, just less than 2% per year. A significant reason for the increase is due to the new debt levy of 25 cents for the LEC project.

<u>YEAR</u>	<u>TAX LEVY</u>	<u>% CHANGE</u>
2007	16,468,084	2.9
2008	16,797,446	2.0
2009	17,172,457	2.2
2010	17,491,115	1.9
2011	17,633,343	0.8
2012	17,790,125	0.9
2013	17,987,812	1.1
2014	18,168,492	1.1
2015	18,277,171	0.6
2016	19,343,379	5.8 (4.9% due to LEC)



PERSONNEL

Responsibility of managing the County's human resources continues to be an ever-increasing role in the County. Human resources accounts for a significant share of the County's costs.

YEAR	# OF W2 ISSUED	% CHANGE	SALARY COST(*)	% CHANGE
2006	371	2.8	11,225,219	4.6%
2007	375	1.1	11,723,844	4.4%
2008	371	(1.1)	12,290,889	4.8%
2009	368	(0.1)	12,527,172	1.1%
2010	357	(3.0)	12,588,334	0.5%
2011	354	(0.1)	12,631,839	0.4%
2012	354	0.0	12,782,133	1.1%
2013	367	3.7	13,291,817	4.0%
2014	374	0.2	13,773,300	3.6%
2015	382	2.1	14,170,021	2.9%

10 yr. Avg. 2.7%

* Per Annual Total Position Cost Report - Admin. Coordinator

The number of W2's issued has remained relatively stable for the past few years, with 382 generated in 2015, an increase of 8. The salary cost increases have averaged 2.7% over the past ten years. However, in the last three years, the average has been 3.5%, due to implementation of the Carlson-Dettman compensation study.

In addition to salary and wages, approximately \$6.61 million was spent on fringe benefits, which is \$67k or 1.0% less than in 2014.

In 2015, the County spent just under \$4.2 million for its share of the medical/dental insurance premiums and HRA contributions, a decrease of \$7k.

Another costly benefit is retirement. In 2015, the County paid \$1.0 million into the Wisconsin Retirement System, compared to \$1.1 million in 2014, a decrease of over \$100k, or a 9.5% decrease. The decrease was due to lower retirement rates set by the State and public safety employees paying the employee share.

In 2015, 19 positions were filled from the outside with 423 persons applying for those positions. Of those applicants, 43% were male and 57% were female, with 57% residing in Oconto County. Most applicants learned of the openings through newspaper ads (25%) or the county website (37%) and approximately 67% of the applicants applied online.

The Personnel & Wages Committee will continue to seek ways to balance controlling salary and fringe benefits, while still being fair to the workforce. For 2016, the County will need to look at all aspects of wages and fringes benefits.

RISK MANAGEMENT

Effective risk management is essential in controlling liability, property, and workers compensation insurance costs.

In terms of liability claims, 2015 was a fair year for costs and claims. In 2015 there were 8 liability claims currently estimated at a cost of \$26,418. In comparison, the previous year, which was slightly better year, we had 12 claims totaling \$10,119. Previous 10 year average was 7 claims for an average cost of \$3,300.

In terms of property claims, however, 2015 was a very good year with 13 property claims currently estimated at \$21,801 compared to the previous year's 17 claims at a cost of \$68,983. The biggest claim in 2015 was for \$10k damage to Sheriff's squad car that hit a deer. That was one of five squad deer accidents in 2015 resulting in almost \$18k in damages.

In terms of workers compensation claims, 2015 was both a good and bad year. Good, because there were fewer claims. There were only 14 claims in 2015, compared to 26 in 2014. However, cost to date for 2015 is \$157,294, whereas for 2014 costs were \$124,418.

In 2015, we had 3 lost time claims compared to 4 in 2014. In 2015, loss worked days were 261 compared to 132 days in 2014. In 2015, restricted worked days were 100 compared to 251 days in 2014.

It is imperative to have a strong presence in controlling various insurance costs through risk management techniques in order to reduce the above claims and costs.

LONG RANGE FORECAST OF NEEDS

In the previous 19 years, we have made many improvements in our operation, undertaken numerous capital projects, and have provided quality services to the residents of Oconto County, while keeping the tax rate in check. We can be proud of what we have accomplished these past years. However, we are now faced with moving forward in an ever changing environment. How we proceed will determine how the taxpayers rate our performance.

The public has made it clear that we need to provide services at a cost they can afford. The State has also mandated affordability through the tax levy limit. In addition, the State may be imposing additional requirements and revenue cuts on counties in order to balance their budgets.

Our goal in the future should be as follows:

1. Comply with the tax rate and levy limits.
2. Retain or improve current levels of essential programs and services.
3. Provide non-essential programs and services as allowed by funding.
4. Continue with the new Law Enforcement Center project.

These are necessary goals, and with the dedication of all County employees and officials, we can achieve them.

I look forward to working for you in carrying out the goals and objectives you have set for my position. The Administrative Coordinator position is here to serve you, the Oconto County Board of Supervisors.

If anyone has questions or comments about this report, or has suggestions on how to better serve the residents of Oconto County, please contact me.

Respectfully submitted,

Kevin Hamann

Kevin Hamann
Administrative Coordinator

2015 ANNUAL REPORT OF THE
OCONTO COUNTY CHILD SUPPORT AGENCY

The child support program is a cooperative local, state and federal effort designed to ensure that both parents support their children. The Oconto County Child Support Agency consists of 5 full time employees who handle approximately 2,001 cases.

The agency is divided into two units: one being Establishment and Enforcement and the other, Financial. The Establishment and Enforcement unit is responsible for establishment of paternity, which includes child support and medical support, establishment of child and medical support when paternity is not an issue, enforcement of these orders, modification requests, interstate enforcement and administrative enforcement. The Financial unit enters and maintains all family court orders, performs arrears calculations, adjustments and reconciliations and handles incoming telephone calls and office walk-ins.

The child support program started in the State of Wisconsin in 1975. Oconto County's agency began providing services in 1977. Collections of child support for the year 1977 were \$71,368.89 for Oconto County. There were 335 cases at the end of 1977 with 13.73% of the cases receiving a payment. The agency's budget was \$18,839.76.

Collections for the year of 2015 were \$4,136,069.70. As of December 31, 2015, the caseload was 2,001, with an average of 80.95% of cases receiving current child support payments. The agency expenses for 2015 were \$429,721.77 and revenues were \$355,997.26, (\$108,399.26 more than we anticipated), leaving \$73,724.51 on the tax levy.

Child support agencies receive performance incentive funding for number of court orders established, number of paternitys established, collection of current child support and collection of child support arrears.

Court Order Establishment	Federal Target 80%	Oconto County 88.80%
Paternity Establishment	Federal Target 90%	Oconto County 95.85%
Current Support Collections	Federal Target 80%	Oconto County 80.74%
Arrears Cases w/collections	Federal Target 80%	Oconto County 51.65%** (this figure gradually rises each month and performance monies are bases on the total percentage as of September 30 th of each year, which is the end of the federal fiscal year – September 2015 was 74.28%)

If you have any questions, or would like additional information, please contact me at your convenience. We will continue to put forth our best effort to provide quality child support services for the children who need our assistance.

Respectfully,

Joy Hogan, Director

Oconto County Child Support Agency

Performance Standards Percentages-Oconto County CSA

2015	Court Order Rate 80%	Paternity Est Rate 90%	Current Support Collection 80%	Arrears Collection 80%
January	88.40%	97.10%	81.89%	58.02%
February	87.84%	98.64%	82.13%	60.77%
March	87.80%	100.45%	82.23%	64.71%
April	87.57%	102.63%	82.08%	66.97%
May	87.61%	103.54%	81.81%	68.44%
June	87.01%	105.08%	81.71%	71.49%
July	87.45%	106.53%	81.44%	71.78%
August	88.34%	108.08%	81.11%	73.48%
September	88.89%	108.98%	80.81%	74.28%
October	88.71%	92.85%	80.90%	35.40%
November	88.82%	94.79%	80.47%	45.97%
December	88.80%	95.85%	80.74%	51.65%

YEAR	TOTAL COLLECTIONS	NON-IVD COLLECTIONS	COLLECTIONS SENT TO OTHER STATES	COLLECTIONS DISTRIBUTED IN WISCONSIN
2005	4,041,596.73	390,096.98	91,591.13	3,559,908.62
2006	4,056,178.83	371,971.29	69,655.86	3,614,551.68
2007	4,179,510.93	393,334.06	66,041.18	3,720,135.69
2008	4,391,602.16	386,598.85	66,676.52	3,938,326.79
2009	4,195,929.61	355,562.78	85,976.78	3,754,390.05
2010	4,192,911.42	399,227.57	80,901.53	3,712,782.32
2011	4,176,219.39	426,822.37	62,039.40	3,687,357.62
2012	3,995,850.94	445,511.80	46,834.21	3,503,604.93
2013	3,923,449.69	337,262.70	52,346.94	3,430,041.99
2014	4,079,081.83	533,623.28	69,502.37	3,475,956.18
2015	4,136,069.70	642,465.25	66,891.49	3,426,712.96

YEAR	NUMBER OF PATERNITY CASES INITIATED	NUMBER OF SUPPORT AND MAINTENANCE CASES COMMENCED	NUMBER OF CRIMINAL NON- SUPPORT CASES COMMENCED
2005	36	47	5
2006	48	50	6
2007	55	59	4
2008	34	51	2
2009	51	67	5
2010	59	76	3
2011	49	51	4
2012	36	43	9
2013	50	48	5
2014	31	53	6
2015	54	44	5

2015

OCONTO COUNTY CLERK OF COURTS

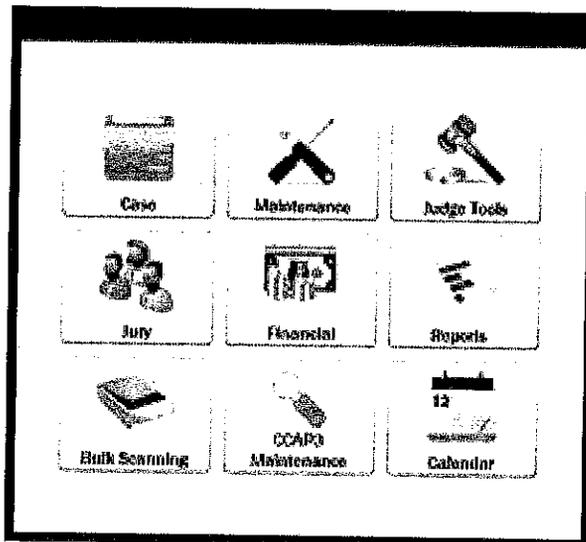
CLERK OF CIRCUIT COURT
MISSION STATEMENT

TO SERVE AND ASSIST THE CIRCUIT COURT SYSTEM OF
OCONTO COUNTY AND THE PUBLIC IN THE BEST AND MOST
EFFICIENT WAY HUMANLY POSSIBLE EVERY DAY

ANNUAL REPORT

Submitted: March 21, 2016

Michael C. Hodkiewicz
Clerk of Courts





MICHAEL C. HODKIEWICZ, Clerk of Courts (920) 834-6857

BACK TO 2015

OCONTO COUNTY CIRCUIT COURTS YEAR END SUMMARY

There were 18 jury trial dates in 2015 compared to 3 in 2014. The Oconto County Circuit Courts continue to see an increase in extremely serious crimes especially illegal drugs (meth and heroin) and child crimes (sexual assault, pornography, enticement and use of computer to facilitate child sex crimes). For the first time in memory, there was one (1) day that the Oconto County jail population hit 100 inmates.

PEOPLE

There was a significant change in court personnel when Millie Gmirek retired from Register in Probate/Circuit Court. Teresa Raddatz was hired to fill that position in December and is also now providing much needed help to the Clerk of Courts office. The stability of personnel should also be noted, especially in the Clerk of Courts office. Including Clerk of Courts Mike Hodkiewicz and the 4 others in that office, shows 139 years of service to Oconto County. Deputy Clerk of Court Ferry Marek is now the longest serving employee of Oconto County, reaching her 40th work anniversary in January 2016.

NUMBERS	2015	2014
Case Filings	5242	5111
Revenue	\$574,016.77	\$552,819.94
Expenses	\$1,044,344.99	\$1,061,861.93

AHEAD TO 2016

Continuing to work with a "reasonable budget", the 2016 Court budget shows a 3.2% increase. Oconto County Circuit Courts will continue to move closer to going "paperless" with the help of the state CCAP program. The courts will continue to implement scanning, efilng and more electronic transfer of documents. New video and telephone equipment has been installed in all 3 courtrooms to standardize technology. Always as in the past, activity in the court system can change rapidly and unexpectedly.

Respectfully submitted by your Oconto County Clerk of Courts since 10/3/1990

Michael C. Hodkiewicz

**CORPORATION COUNSEL
Annual Report for 2015**

A. General Duties: The Corporation Counsel was responsible for the following matters:

1. Processing the following cases on behalf of the Department of Human Services:
 - a. Child In Need of Protection or Services (CHIPS)/Juvenile Guardianships/Termination of Parental Rights
 - b. Alcohol and Mental Commitments
 - c. Guardianship and/or Protective Placement
2. Providing legal advice to the Board of Adjustments and represent the Board on litigation matters.
3. Handling collection actions and bankruptcy matters on referrals from all County offices.
4. Updating/maintaining the County Code of Ordinances.
5. Contract reviews for all County offices.
6. The Corporation Counsel attends all County Board Meetings, and advises the County Board on legal issues when they arise. Attends committee meetings and gives legal advice to committees when requested.
7. Gives legal advice to Departments when requested including action on responses to open records requests.
8. Provides legal services to the Oconto County Child Support Agency, attending court for support and maintenance hearings on two days per month and for contempt proceedings on two days per month
9. Except for claims covered by liability insurance, represents Oconto County in all litigation matters, including Zoning enforcement actions.
10. Provide various legal services related to the acquisition of property, for example, the Oconto County Law Enforcement Center, Oconto County Recycling Center.

B. Court related activity:

1. DEPARTMENT OF HUMAN SERVICES:

	2013	2014	2015	2015 Court Appearances
CHIPS/JUVENILE GUARDIANSHIPS/TPR	16	26	32	213
ALCOHOL & MENTAL COMMITMENTS	14	23	16	19
GUARDIANSHIPS & PROTECTIVE PLACEMENT	32	26	19	162
TOTAL				394

2. CHILD SUPPORT AGENCY

	2015 Court Appearances
CHILD SUPPORT	173

Dated this 1 day of April, 2016.



Cheryl A. Mick
Corporation Counsel

2015 County Clerk Annual Report

ELECTIONS

Election costs continually increase and the election process is ever-changing as the State increases mandates upon the County and Municipalities in the election process. In 2015 the County received \$10,800 from the 19 relying Municipalities who receive SVRS services; 9 municipalities are self-providing.

Command Central Ballot and Programming Expenses for the 2015 Elections are as follows:

2015 Elections	Ballots	Coding	Total
Feb. 17, 2015 Spring Primary (LOCAL)	\$293.79	\$1,198.75	\$ 1,492.54
April 7, 2015 Spring General	\$3,687.75	\$13,271.00	\$16,958.75
Total:	\$3,981.54	\$14,469.75	\$18,451.29

Out of \$18,451.29, County portion - \$8,201.21, Municipalities portion - \$10,250.08 (2-17-15 Local Election)

REVENUES

DNR

DNR sales of ATV/Boat/Snowmobile registrations and renewals run on a fiscal calendar beginning in July of each year and Hunting/Fishing licenses run on a fiscal calendar beginning in March of each year.

ATV/Boat/Snowmobile		Hunting/Fishing	
2014	2015	2014	2015
\$96.50	\$66.00	\$120.85	\$132.30

MARRIAGE CERTIFICATES

In Oconto County the fee is \$60; \$14.50, plus \$10.00 waiver fee is retained by the County. Same sex marriages went into effect May 2015.

2014	2015
196 Licenses were issued - 13 Waivers - \$2,972.00	180 Licenses were issued - 14 Waivers - \$2,750.00

DOMESTIC PARTNERSHIP DECLARATION OF TERMINATION

In Oconto County the fee is \$60; \$34.50, plus \$10.00 waiver fee is retained by the County.

2014	2015
1 Declaration issued - \$34.50	0 Declarations issued - \$0.00

PLAT BOOK SALES

The County Clerk's Office is responsible for selling plat books. The new plat books were available in December 2015.

2014	2015
Plat Book Sales = \$10,797.86	Plat Book Sales = \$9,020.80
2013 Edition - 428 Books (Sold @ \$23.70)	2013 Edition - 219 Books (Sold @ \$23.70)
2013 Edition Tax Exempt - 10 Books (Sold @ \$17.18)	2013 Edition Tax Exempt - 5 Books (Sold @ \$17.18)
2010 Book - 45 Books (Reduced Rate \$4.73)	2015 Edition - 158 Books (Sold @ \$23.70)
1 Book - (\$23.65)	

TIMBER CUTTING NOTICES

Pursuant to Wis. Stat. 26.03, a cutting notice must be filed with the County Clerk prior to cutting any logs, poles, posts, pulpwood, christmas trees or other forest products from privately owned forest land. Information needed to complete the permit includes: description, section, township and range, landowner and logger's name and address. Each notice is forwarded to the County Treasurer to determine if any unpaid taxes are due. Signed permits are then issued to the applicant with copies provided to Town Chairpersons, County Forest & Park Administrator, logger (if not same as owner), and the area DNR Forester. Beginning September 1, 2012 if the applicant is not the landowner, a signed contract is required.

2014	2015
192 Permits were issued	181 Permits were issued

**DISTRICT ATTORNEY
Annual Report for 2015**

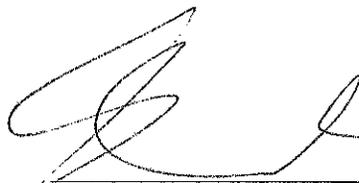
Section 1 – District Attorney

A. General Duties: The District Attorney was responsible for the following matters:

1. Prosecution/Enforcement of the Criminal Laws of the State of Wisconsin within Oconto County.
2. Providing legal advice to Law Enforcement both County and City within the boundaries of Oconto County.
3. Responsible for enforcing laws relating to children and delinquencies.
4. Providing the police with Subpoenas to obtain evidence and representing these actions in front of the Judge of the Circuit Court.
5. Preparing certifying Affidavits and Search Warrants for approval by Circuit Court Judges and/or Circuit Court Commissioners.
6. Managing the staff of the office of the District Attorney for Oconto County.
7. Various reporting to State agencies in regard to cases and dispositions.
8. Prosecution of Criminal and Traffic cases including fatalities, murders, arsons, criminal child support cases, criminal prosecution of all misdemeanors, criminal prosecution of civil DNR cases, Civil and Criminal NSF check cases and Juvenile delinquency cases.
9. Also supervising the Victim/Witness Coordinator and her function to safeguard the rights of victims of crime.

Attached hereto is year end report for the Law Enforcement Committee concerning new cases filings and new court appearances. This report sets forth entire workload of the District Attorney. This does not include hundreds of other inquiries from members of Law Enforcement and the public regarding their cases.

Dated this 8 day of April, 2016.



Edward D. Burke, Jr.,
District Attorney

****PLEASE NOTE THAT WE ARE NO LONGER PROSECUTING WORTHLESS CHECKS AS FORFEITURES****

2015 MEMO TO LAW ENFORCEMENT COMMITTEE

	New Misd & Felonies	New Crim. Traffic	New Delinquency	New NSF	Court Appearances: Misd. & Felonies	Court Trials	New Bond Call	Warrants Bond Call
January	42	4	1	0	273	9	10	6
February	52	14	7	0	227	11	11	1
March	28	8	2	0	270	15	13	4
April	30	9	6	0	232	10	18	3
May	36	8	2	0	203	18	24	8
June	41	21	2	0	258	13	15	13
July	48	15	2	0	210	14	16	5
August	37	7	3	0	233	19	12	8
September	47	5	1	0	233	15	12	9
October	39	5	1	0	204	14	15	10
November	49	5	1	0	228	14	17	4
December	44	2	5	0	214	12	15	5
Totals	493	108	35	0	2785	164	178	76
Previous Year								
End of Dec. '13	21	13	6	15	201	16	7	2
End of Dec. '14	37	6	2	4	247	2	11	9
Previous Years								
2014 Totals	488	131	37	35	3008	159	223	94
2013 Totals	580	119	34	79	2903	185	198	72



Oconto County Economic Development Corporation (OCEDC) 2015 Annual Report

The year 2015 represented the first year of operations under the 2015-2016 Work Plan. The components of the plan are integrated into this report. The activities reviewed in this report will correspond to names of all projects and activities as referenced in the 2015-2016 Work Plan. Initiatives and accomplishments that relate to a project or activity are listed beneath the name of the activity. Initiatives and accomplishments not itemized in the 2015-2016 Work Plan will be listed at the end of this Report.

ECONOMIC DEVELOPMENT COMPONENTS

RLF Administration & Economic Development Marketing

During 2015, OCEDC continued to administer and market the County's loan programs. During the year, we developed a new marketing brochure to assist us in promoting the program. We also received final approval from the Economic Development Administration (EDA) on the long standing suspension of lending from the EDA funded RLF and approval for the loan manual for the Tri-County RLF. 2015 was a very active year in terms of the transition between the WEDC and the Department of Administration (DOA). We did close out the line of credit on one of the Northport Marine projects during 2015.

In conjunction with the Village of Lena, the OCEDC coordinated a site consultant driven project involving a major manufacturer. Initially, Lena was one of 11 communities under consideration. After over 3 months of intense work, Lena was one of 2 sites under final consideration. Unfortunately, we were not chosen as the final site. However, the site consultant and New North were very complimentary of Lena's efforts.

Implement a Comprehensive Entrepreneurial Capacity Building Strategy

We launched our strategy in 2014 and also began securing funding for our incubator/entrepreneurial strategy. During 2015, we received two grants from the United States Department of Agriculture (USDA) totaling \$65,000 to fund our incubator feasibility study and the development of a micro loan program. The new loan program will not mandate job creation. As such, we will be able assist early stage businesses. We will also use these funds to assist businesses with start-up expenses, business planning, and façade improvements within downtowns throughout the county.

In addition, we have engaged the services of Economic Growth Advisors, LLC from Madison to conduct a feasibility analysis for our entrepreneurship strategy and that part of the strategy that relates to the feasibility of a business incubator to be located somewhere in Oconto County.

Promote and Participate in Business & Education Partnerships

During 2015, we continued to cultivate our relationship with the Oconto Unified School District which led to our efforts to begin a dialogue with CESA 8 on youth entrepreneurship and fab labs.

Countywide Assessment of Senior Living Needs

No activity in 2015

Grow North Wage & Benefit Survey

Continued to collaborate with Grow North representatives to plan for a 2016 survey release via Survey Monkey, The survey will be administered by a number of counties within the Grow North region.

Advocate for Logging in the National Forest

During 2015, we served on the steering committee for the Sustainable Forestry Conference in Florence, attended the conference, participated in the Rail Commission, submitted letters of support for the Tiger grant application to all of the members of the Committee on Joint Finance, and continued to collaborate with other Grow North counties and New North on the development of a hardwoods marketing strategy for northern Wisconsin.

Develop Economic Development Marketing Strategy

During 2015, the OCEDC Board of Directors did concur that the most effective strategy for business growth in the County was best captured in the Entrepreneur Strategy adopted in 2014.

Begin Publication of an OCEDC Tourism Newsletter

OCEDC publishes a tourism newsletter each month. It is distributed to a regular mailing list

Downtown Revitalization Plans & Façade Strategy

Our micro loan and façade program funded by FirstMerit Bank and the USDA will launch in 2016. The program will not contain a job creation component and is further described above.

Advocate for Housing Rehabilitation

No activity in 2015

TOURISM COMPONENTS

Tourism Marketing

During 2015, staff implemented a variety of marketing initiatives including bar coasters, a text marketing program, major editorials in Business in Focus, Horizon Travel Magazine, and Badger Sportsman. We also implemented Discovery Guide distribution projects in Illinois and the Twin Cities. We assisted in marketing and promoting Barn Quilts of Oconto County. We also participated in joint marketing activities with ITBEC and Travel Wisconsin. Finally, we exhibited at a number of sports and recreation show either in conjunction with ITBEC or on our own.

Tourism Data Tracking

This item was deleted from the Work Plan.

Discover Wisconsin

Staff spent a considerable amount of time coordinating 6 days of filming for the Discover Wisconsin episode that will air in 2016 and 2017. In addition to filming there was considerable time devoted to blogging and social media.

Wisconsin Dept. of Tourism Assessment Program

The Historic Bay Shores section of the County has been scheduled for completion in early 2016. The final section will be completed in early 2017.

Promote Trails Brand and Staff the Trails Committee

The Trails Committee was very active in 2015. In addition to the committee's regular monthly meeting, the committee coordinated a \$5,000 intersection signage project that included a GPS coding system. Over 250 signs were installed throughout the County. An important benefit to the signage was to assign a uniform code regardless of sport.

Discovery Guide Enhancements

During 2015, we made more significant changes to the guide both in design and distribution. We added 8 new pages to the 2016 guide as well as numerous design revisions necessary to complement our new website design that went live in 2015. All 2015 guides were distributed prior to the end of the 2015 calendar year. We printed 32,000 for 2016.

Education of Tourism Providers

conducted a customer service training event in April 2015 in conjunction with the Wisconsin Department of Tourism.

Expand Lodging

The hotel/motel feasibility study funded by OCEDC was completed in 2013. Vicki Roberts and OCEDC have worked continuously over the past year to move this deal forward. At years end, an investor meeting was scheduled for early January 2016. This project has been a great source of frustration to everyone involved. But it is not unusual for projects like this drag on for years. Oconto Falls and OCEDC have done everything possible to move the project forward.

OPERATIONS COMPONENTS

Website and Information Technology Enhancements

DMI, Inc. implemented a number of significant changes to our website in 2015 including a total new design and numerous social media enhancements. The new website also incorporated into our site "responsiveness" which means it sizes itself based upon the device it is being viewed on.

Broadband and Other Infrastructure Needs

We began planning for a major broadband effort that will roll out in 2016 including a demand survey, infrastructure mapping and networking with providers.

Bylaws Revisions & Corporate Development

The OCEDC Board of Directors did amend the bylaws in 2015. Revisions included adding more members to the Executive Committee and transitioning to 6 full Board meetings per year with Executive Committee meetings during the alternate months.

Funding Procurement

As previously stated, the OCEDC did receive \$65,000 from USDA for funding micro loans and an incubator feasibility study.

ACCOMPLISHMENTS NOT REFERENCED IN THE WORK PLAN

Economic Development

- Facilitated several strategic planning sessions for Oconto County.
- Attended numerous municipal meetings to update local leaders on OCEDC activities.
- Participated with Paul Bednarik on the Northwoods Rail Commission.
- Participated as a member of the Grow North Board of Directors.
- Updated the OCEDC Work Plan and facilitated sessions with the OCEDC Board to update the plan.
- Helped facilitate the reopening the Trout Rearing Facility in Lakewood. The facility reopened in 2015 with a volunteer base of approximately 40 individuals.

Tourism

- Devoted considerable time to working with the Lakewood Chamber to assist them in improving their website, marketing, and general customer outreach.
- Greatly improved our social media presence by developing a comprehensive Facebook, Instagram and Twitter marketing campaign for Oconto County Tourism.
- In conjunction with the Forest Service developed and implemented a plan that resulted in the restoration of the Mountain Fire Lookout Tower.

Operations

- Our sound financial management was reflected in our full corporate audit as conducted by Kerber, Rose and Associates.
- Completed \$33,000 in repairs and upgrades to the exterior of our building.

Conclusion

The activities cited in this report are meant to summarize major initiatives. In addition to these, the staff continually interacts with the general public in many ways including phone calls, meetings, walk-ins, website maintenance, distribution of Discovery Guides, ATV maps and snowmobile maps, snowmobile trail condition information, and general tourism information. Moving into 2016, we will continue to address the items contained in our new 2015-2016 Work Plan by focusing on results and relationships. As you all know, our mission is to foster economic development and tourism promotion in Oconto County.



TIM MAGNIN

Emergency Management Coordinator & Safety/Risk Manager
301 Washington Street
Oconto, WI. 54153
(920)834-6850 Fax (920)834-6419
Email: tim.magnin@co.oconto.wi.us

2015 Emergency Management Annual Report Summary

This annual report is based off the 2015 Plan of Work with a starting date of October 1, 2014 ending September 30, 2015.

PLANNING:

During the 2015 Plan of Work period Oconto County Emergency Management submitted eleven updated Annex Plans and one new Annex Plans for the total of the twelve required Annex Plans to the State of Wisconsin Emergency Management. Received federal grant funds to update of 2009 Multi-Hazards Mitigation Plan, the 2015 Multi-Hazard Mitigation Plan was approved by FEMA January 25, 2016 and was closed out February 26 2016. Next Plan review will be 2020-2021.

REGIONAL PLANNING:

In the 2015 Plan of Work, we at a regional and state level initiated the Interoperability Emergency Communications Plan, which should be completed during the next few years.

The Northeast Region again continues as last year to update Mutual Aid Response along with training together with all County Coordinators/Directors to form a Mutual Aid Damage Assessment Team to assist each other during a disaster. Our Region also is continuing to work together on a Mass Fatality Plan. The Region is also looking at ways to work closer with Health and Human Service Agencies with local planning.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC):

During the 2015 Plan of Work, the Local Emergency Planning Committee is responsible for updating fifteen Planning Facilities within Oconto County, these are facilities that have a large quantity of Extremely Hazardous Substance (EHS) and require an Off-Site Plan that is completed by Emergency Management, Approved by the LEPC and the State of Wisconsin Emergency Management.

These Plans will assist local Fire Departments and other responders with the proper information to respond to these sites safely as possible. The LEPC Committee had three meetings in 2015, at these meetings they not only went over and approved the Six existing Off-Site Plans but they reviewed the Wisconsin Tier Two Chemicals List that was generated by the State of Wisconsin Emergency Management. They also reviewed all reported hazardous material spills within Oconto County to insure the safety of the local community and responders.



TIM MAGNIN

Emergency Management Coordinator & Safety/Risk Manager
301 Washington Street
Oconto, WI. 54153
(920)834-6850 Fax (920)834-6419
Email: tim.magnin@co.oconto.wi.us

3/16/16

OUTREACH PROGRAMS OR SPEAKING ENGAGEMENTS:

Tornado Awareness Emergency Preparedness
Mutual Aid Box Alarm System (MABAS) Code Red Community Notification System

TRAINING:

Attended:

- 1- Attended the Regional Table Top Exercises
- 2- Attended the Regional Functional Exercises
- 3- Attended the Regional Credentialing Training
- 4- Attended the NIMS IS 240 Leadership and Influence
- 5- Provided the NIMS 100, 200 and 700 Classes for Oconto County Responders

CONFERENCES:

- 1-Attended the Wisconsin Emergency Management Association Conference.
- 2-Attended the Emergency Management All County & Tribal Directors Meeting.
- 3-Attended the Emergency Management Governors Conference
- 4-Attended MABAS Wisconsin Conference

LOCAL INITIATIVES:

- Attended Oconto County Fire Association Meetings
Attended Oconto County EMS Council Meetings.
Assist Local Fire and EMS with Training Needs.
Continue to act as Northeastern Regional Coordinator for Mutual Aid Box Alarm System (MABAS) Wisconsin.
Assisted with the annual Safety Fair in Oconto Falls In June 2015
Plan Review of Hydro Dams Emergency Action Plans for:
- Oconto Falls Upper and Lower Dams
 - Stiles Dam



TIM MAGNIN

Emergency Management Coordinator & Safety/Risk Manager
301 Washington Street
Oconto, WI. 54153
(920)834-6850 Fax (920)834-6419
Email: tim.magnin@co.oconto.wi.us

EMERGENCY MANAGEMENT RESPONSES OR DISASTERS IN 2015:

- 1-Assisted local government with a total of thirteen reported hazardous material spills with in Oconto County.
- 2- Continued to assist the Sheriff's Department with the Incident management system and logistics during the larger events.

GRANTS DURING 2015:

- 1- Federal/State Grant for Updating our 2015 Multi-Hazards Mitigation Plan was completed and approved in 2016

Grant Funds from Wisconsin Emergency Management that help fund the operation of Oconto County Emergency Management:

- *State EMPG Grant Funds \$43,000.00
 - *State EPCRA Grant Funds \$ 11,704.00
 - Mitigation Plan Grant 24,527.00
 - Capital Transfer of funds for vehicle 30,000.00
- Total Grant Funds = \$79,231.00** **(All Based on the completion of the 2015 Plan of Work)*

2015 Budget Summary:

Revenue Budget	Actual	Available
109,231.00	129,658.00	20,427.00
Expense budget	Actual	Available
161,656.00	159,107.00	2,549.00

Note is only a summary, for more information please contact my office for a full report.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Tim", followed by a long horizontal line.

Tim Magnin
Oconto County Emergency
Management Coordinator & Safety/Risk Manager

1 ANNUAL REPORT OF THE OCONTO COUNTY FINANCE DEPARTMENT

2
3 **MISSION STATEMENT:**

4 The Financial Accounting Department was established by Resolution #60-90, June 21, 1990. The department was created with
5 broad responsibilities for financial record keeping, overall planning, organizing, directing and controlling of all county financial,
6 accounting, and bookkeeping functions. The department is a service agency providing a full range of services to all departments
7 using financial expertise, and providing staffing and data processing solutions to management needs. The department is a
8 processing agency, by processing and generating on a daily and periodic basis, financial information and reports. The department
9 provides management with financial data and recommendations to assist the Administrative Coordinator, departments, various
10 committees, and the County Board in making informed financial decisions. This department performs the duties of county auditor
11 as prescribed by WI Stats 59.72. This department works under the direction of the Finance & Insurance Committee.

12
13 **PROGRAM DESCRIPTION:**

14 The department has been given a multitude of financial duties which include, but not limited to:

- 15 1) Establish county-wide uniform policies in financial procedures, financial reporting, accounting methods, payroll
16 procedures, and budget preparation;
- 17 2) Provide debt administration, cash management, and investment policies;
- 18 3) Develop data information required for bond issuance and debt reduction;
- 19 4) Responsible for all county, state, and federal financial reports, budgets, financial analysis and studies of revenues,
20 expenditures, assets, liabilities and equities;
- 21 5) Coordinate, maintain, and review all existing and new financial and accounting systems;
22 recommend changes in accounting methods and systems; supervise installation of new accounting systems and procedures;
- 23 6) Establish fiscal policies of the county to insure uniform operation; review, develop, and recommend long-range fiscal,
24 financial, and information systems;
- 25 7) Supervise and process the central accounting, accounts payable, payroll, and cash management services for all
26 departments;
- 27 8) Plan, organize, and supervise all budget preparation activities;
- 28 9) Conduct internal audits upon request of the Finance Committee and/or the County Board. Coordinate the required
29 annual independent audit of the county's financial records and the annual indirect cost allocation plan.

30
31 **STAFFING:**

32 The finance department consists of 2.4 staff.

33
34 **ACTIVITIES IN 2015 (not all-inclusive):**

35 PAYROLL AREA:

36 The finance department manually inputted over 9,500 paper timesheets into the county's payroll system during the course
37 of the 27 bi-weekly and the 12 monthly pay periods. The federal and state tax withholding amounts were accurately remitted to the
38 governments for each pay period. The department completed and filed with the governments all quarterly Federal Forms 941 and
39 State Forms UCT101.

40 382 Form W-2 were issued to employees, and 193 Form 1099M and 19 Form 1099S were issued.

41 All monthly health and life insurance billings were reconciled and paid, as well as all other required payroll related
42 deductions, such as child support payments, garnishments, S125 and HRA's, etc.... All biweekly and monthly payroll direct deposits
43 were successfully transmitted to the banks.

44 ACCOUNTING AREA:

45 The department assisted in the conduct of the annual audit performed by Schenck solutions.

46 The department assisted in the compilation of the annual Indirect Cost Report performed by Maximus Inc.

47 Dept of Revenue annual Financial Report Form A was completed and sent to the state within the required deadline.

48 General Ledger reports for departments were updated and posted on the county network monthly as well as various other
49 financial reports were posted to the network. Departments were distributed a hard copy of their financial general ledger status
50 reports at the end of each month.

51 Accounts payable – over 7,280 vendor checks were processed during the year. That is an average of over 140 each week.
52 Multiple transactions (payments) may be included on one vendor check payment. The department reconciled each month's bank
53 statements to the county's general ledger, as well as monitoring several other bank accounts, such as prisoner board, prisoner
54 canteen fund, S125 and HRA checking accounts. The department reconciled the Treasurer's investments to the county's general
55 ledger monthly.

56 BUDGET AND BUDGET-RELATED:

57 The department monitored all departments/agencies budgets during the year.

58 Assisted the Finance Committee in the preparation of the 2016 Oconto County Budget by developing for all departments,
59 budget instructions, budget worksheets, wage and fringe worksheets, etc..... Assembled all budget data from the departments and
60 agencies and prepared schedules and reports for the Finance Committee to conduct four days of budget hearings.

61 Prepared budget documents and reports for the County Board for their annual budget meeting which adopted the 2016
62 budget.

63 Presented the Annual Budget to the County Board and answered any questions.

64 Submitted the required tax levy and mill rate limitation reports to the Wisc Dept of Revenue.

65 Assisted the County Clerk in the preparation of the District Tax Apportionment worksheet.

OCONTO COUNTY FORESTRY AND PARKS DIVISION 2015 ANNUAL REPORT

FORESTRY

The Oconto County Forest is comprised of 43,706.80 acres divided into six management units in the central and east central portions of the County. Following is a breakdown by Township:

Abrams	5,658.66	Maple Valley	27.94
Bagley	10,380.19	Morgan	2,200.00
Brazeau	12,623.67	Oconto	1,405.31
Breed	6,936.42	Pensaukee	544.32
How	400.00	Stiles	934.54
Little River	2,560.36	Underhill	35.39

In 2015, major accomplishments include: 1) Continued Forest Certification with both the Forest Stewardship Council (FSC) and the Sustainable Forest Initiative (SFI); 2) Implement Year 2015 of 15 Year Forest Comprehensive Land Use Plan (2006-2020).

2015 Timber Sales Sold

The Forest & Parks Division holds 2 timber sales per year, spring (\$357,363.81) and fall (\$245,172.60) sales, which totaled \$602,536.41 (compared to \$560,797.25 in 2015) consisting of 250 cords, 402 mbf, and 23,073 tons. The following is a breakdown of species sold:

Aspen Pulp	3122 Tons	Ash Sawlogs	7 MBF	Aspen Pulp	15 Cords
Bass Wood Pulp	37 Tons	Basswood Sawlogs	14 MBF	Mixed Hardwood Pulp	8 Cords
Mixed Conifer Pulp	30 Tons	White Birch Sawlogs	10 MBF	Jack Pine Pulp	100 Cords
Fir Pulp	119 Tons	Cedar Sawlogs	1 MBF	Red Pine Pulp	13 Cords
Mixed Hdw'd Pulp	3185 Tons	Hard Maple Sawlogs	4 MBF	<u>Cords Estimated:</u>	<u>10112 Cords</u>
Oak Pulp	275 Tons	Red Maple Sawlogs	128 MBF		
Jack Pine Pulp	10 Tons	Mixed Hardwood Sawlo	1 MBF		
Red Pine Pulp	2302 Tons	Oak Sawlogs	15 MBF		
White Pine Pulp	116 Tons	Red Oak Sawlogs	31 MBF		
Spruce Pulp	564 Tons	White Pine Sawlogs	5 MBF		
<u>Tons Estimated:</u>	<u>9760 Tons</u>	<u>MBF Estimated:</u>	<u>9976 MBF</u>		

The 21 sales totaled 659 acres: 325 acres of Red Pine, 69 acres of Northern Hardwood, 10 acres of White Pine and 215 acres of Aspen. The County Forest Work Plan for 2015 identified 768 acres to be marked for harvest: 25 acres of Aspen, 12 acres of Northern Hardwoods, 57 acres of Swamp Hardwoods, 503 acres of Red Pine, 9 acres of Hemlock, 56 acres of Red Maple, 15 acres of Oak, 40 acres of White Pine and 51 acres of Black Spruce.

2015 Timber Sale Revenues

Timber revenues in 2015 were \$854,253.28, compared to \$559,601.25 in 2014, and \$565,886.00 in 2013. The following volumes were cut and billed in 2015:

1671.79 Tons Aspen Pulp			8.63 Cords Aspen Pulp
63.52 Tons Fir Pulp	1.28 MBF Ash Sawlogs		9.98 Cords Mixed Hardwood Pulp
568.04 Tons Mixed Hdw'd Pulp	1.09 MBF White Birch Sawlogs		82.92 Cords Jack Pine Pulp
547.09 Tons Red Pine Pulp	29.72 MBF Red Maple Sawlogs		13.00 Cords Red Pine Pulp
<u>2850.44 Total Tons Cut</u>	<u>32.09 Total MBF Cut</u>		<u>114.53 Total Cords Cut</u>

A volume of 114.53 cords, 32.09, mbf saw logs, and 2850.44 tons.

Boat Landings

Oconto County charges a user fee at the County owned boat landings. These fees are placed in a non-lapsing account for maintenance of these properties. In 2015 the total collected was \$40,024.21 as compared to \$39,748.20 in 2014.

- Machickanee Boat Launch - \$9,391.67 (1883 envelopes)
- Chute Pond Boat Launch - \$4,975.70 (1053 envelopes)
- North Bay Shore Boat Launch - \$8,034.28 (1688 envelopes)
- Annual Boat Launch Stickers purchased - \$10,574.55 (410 stickers)
- Riverside (BB) Boat Launch - \$180.00 (36 envelopes)
- Pensaukee Boat Launch - \$5,306.73 (1116 envelopes)
- Patzer Park (Hintz) Boat Launch - \$215.47 (47 envelopes)
- Anderson Lake Boat Launch - \$925.81 (203 envelopes)
- Boat Launch late fees and other violations - \$420.00 (21 Violations)

Boat Landing Grants completed in 2015:

- RBF-1501 Chute Pond Parking Expansion
Total Cost -\$116,402.71, Funding - \$42,500.00
- F-95-P-47 Pensaukee Landing Parking/Improvements
Total Cost - \$25,120.97, Funding - \$12,500.00
- CC-5056 Machickanee Flowage Fishing Pier
Total Cost - \$29,018.30, Funding - \$9,796.65

ATV/UTV Trails

The Oconto County ATV/UTV program is funded by the State WI DNR. In 2015, Oconto County had 82.5 miles of state funded ATV Trails at \$600.00 per mile and UTV Trails at \$100.00 per mile. Following are the ATV/UTV grants received in 2015:

- ATV-3277 – 2015-2016 ATV Trail Maintenance – Total cost \$50,700.00
- UTV-16018 – 2015-2016 UTV Trail Maintenance – Total cost \$8,300.00
- ATV-3335T – 2015-2016 TRoute Maintenance – Total cost \$1,697.22

The following ATV/UTV Grants were completed in 2015:

- ATV-3142 – 2014-2015 ATV Trail Maintenance – Total cost \$50,400.00
- UTV-15016 – 2014-2015 UTV Trail Maintenance – Total cost \$8,250.00
- ATV-3231 – 2014 – 2015 TRoute Maintenance – Total cost \$1,698.13
- ATV-3002 – Oconto River Bridge Rehab - \$6,742.17
- ATV-3219 – New Summer Trail Miles – Total cost \$5,400.00

Snowmobile Trails

The Oconto County snowmobile program is funded by the WI DNR. Oconto County in turn has maintenance agreements with local clubs to maintain these trails. In 2015, Oconto County had 421.00 miles of funded trails at \$250.00 per mile, and 31.20 miles of non-funded club trails. The following snowmobile grant was received in 2015:

- S-4406 – Trail Maintenance 2014-2015 – Total Cost \$105,250.00

The following snowmobile grants were completed in 2015:

- S-4212 – Trail Maintenance 2014-2015 – Total Cost \$105,250.00 – Supplemental funding of \$109,066.75
- S-4186 - #1 North Branch Oconto River Bridge Rehab - \$6,766.12
- S-3827 – Paul Bunyan Bridge – Total cost - \$0.00, returned grant)

County Owned Dams

In 2011, seepage was discovered at Reservoir Dam. Oconto County applied for and received a municipal dam grant with a total allocation of \$269,903.20 to address the seepage and modification of dam. In 2015, the Emergency Action Plan and the Operation and Maintenance Plans were not completed.

Machickanee Shooting Range

In the spring of 2014, the Machickanee Shooting Range was closed due to safety concerns. In the fall of 2014, Oconto Count applied for a shooting range redesign grant with the WDNR to address these safety concerns, for a total grant amount of \$175,000.00.

Other Grants Completed

- RTA-575-13 Total Cost - \$23,900.00, Funding - \$11,995.00 plus Donation - \$11,995.00

2015 FINANCIALS

<u>REVENUE</u>		<u>EXPENSES</u>	
S/A National Forest Income	\$ 0	S/A National Forest(Towns)	\$ 0
S/A National Forest Title III	\$ 7,535.89	S/A National Forest Title III	\$ 0
S/A Snowmobile	\$ 215,100.17	S/A Snowmobile	\$ 234,573.54
S/A ATV/UTV	\$ 40,143.05	S/A ATV/UTV	\$ 86,470.98
S/A Conservation	\$ 2,728.00	S/A Conservation	\$ 29,018.30
S/A Recreational Aids	\$ 75,690.00	S/A Recreational Aids	\$ 141,523.68
S/A Wildlife	\$ 2,061.82	S/A Wildlife	\$ 0
S/A Forest Roads	\$ 11,572.56	S/A Forest Roads	\$ 6,476.54
S/A Forest (Admin Grant)	\$ 50,191.40	Local Park Aid	\$ 23,990.00
S/A Forest-WCFA Grant	\$ 1,158.65	S/A Forest-Sustainable Grant	\$ 11,000.00
S/A Forest-Sustainable	\$ 11,000.00	S/A Gypsy Moth	\$ 0
Parks		Parks	\$ 290,338.82
Chute Pond	\$ 129,754.06		
NBS	\$ 68,740.91		
Boat Landing	\$ 40,024.21	Boat Landing	\$ 20,125.69
Shooting Range	\$ 873.37	Shooting Range	\$ 2,605.79
County Forest		County Forest	\$ 322,722.60
Forest Permits	\$ 2,550.55	Land Acquisition	\$ 0
Timber Sales	\$ 850,253.28		
Unallocated	\$ 300.00		
Payment to Towns	\$ (-85,025.32)		
Private Tree Planting	\$ 374.22	County Dams	\$ 1,366.76
		Reservoir Dam	\$ 4,867.00
Sale Tax Transfers	\$ 226,694.00		
Donations	\$ 0	Capital Buildings	\$ 226,694.52
Total	\$1,639,720.82	Total	\$1,390,774.32

Oconto County
Highway Department
2015 ANNUAL WORK REPORT



**OCONTO COUNTY HIGHWAY DEPARTMENT
2015 ANNUAL WORK REPORT**

STATE

Routine Maintenance – AFE (Authority for Expenditure)

- Roadway asphalt maintenance
- Roadway concrete maintenance
- Roadside maintenance
- RMN Routine miscellaneous
- Winter maintenance
- Routine structures
- Roadside facility maintenance
- Roadside vegetation
- Administration non patrol supervision
- Administration patrol supervision
- Sign repair

1. Roadway Asphalt Maintenance (0042-01-01)

Spot repair

Crack sealing/filling

Sealcoating

Wedging/rut filling

Milling/bump removal

Thin resurfacing

Labor: \$164,300

County equipment: 81,300

Administrative support: 11,100

County furnished materials:

-500 ton bituminous – routine maintenance

-200 ton bituminous – patch

-1 lump sum unlisted highway materials: 17,000

TOTAL PROJECT COSTS (0042-01-01): **\$273,700**

2. Roadway Concrete Maintenance (0042-01-03)

Emergency and non-emergency repair of concrete pavement.

Labor: \$24,300

County equipment: 8,400

Administrative support: 1,800

County furnished materials:

-1 lump sum unlisted highway material: 2,500

TOTAL PROJECT COSTS (0042-01-03): **\$37,000**

3. Routine Roadside Maintenance (0042-01-05)	
Gravel shoulders	
Paved shoulders	
Labor:	\$38,200
County equipment:	19,500
Administrative support:	3,400
County furnished materials:	
-3,000 ton shoulder aggregate	
-1 lump sum unlisted highway materials:	<u>14,000</u>
TOTAL PROJECT COSTS (0042-01-05):	\$75,100
4. Routine Misc Maintenance (0042-01-07)	
Sweeping pavement	
Traffic control	
Surveillance	
Labor:	\$104,000
County equipment:	52,400
Administrative support:	6,700
County furnished materials:	<u>1,000</u>
TOTAL PROJECT COSTS (0042-01-07):	\$164,100
5. Routine Winter Maintenance (0042-01-11) – 477.1 Lane Miles	
Plow & apply chemicals	
Apply liquid anti-icing chemicals	
Trucking salt from depot into user county shed	
Non-storm related winter activities	
Trucking salt – shed to shed	
Labor:	\$443,300
County equipment:	218,300
Administrative support:	30,100
State furnished materials:	
- 4965 ton sodium chloride	
County furnished materials:	
- 200 ton sand mixture	
- 5000 gallons calcium chloride, liquid	
- 1 lump sum chloride storage costs	<u>4,600</u>
TOTAL PROJECT COSTS (0042-01-11):	\$696,300
6. Routine Bridge Maintenance (0042-01-21)	
Maintain/repair superstructure	
Maintain/repair substructure	
Waterway/slope repair	

Bridge operation	
Traffic control	
Bridge inspections	
Labor:	\$5,800
County equipment:	1,500
Administrative support:	500
County furnished materials:	
- lump sum unlisted highway materials	<u>1,000</u>
TOTAL PROJECT COSTS (0042-01-21):	\$8,800

7. Roadside Facility Maintenance (0042-01-31)	
Clean/repair drainage structure	
Maintain/repair buildings	
Maintain safety appurtenances	
Maintain roadside drainage	
Maintain facility grounds	
Labor:	\$28,200
County equipment:	16,900
Administrative support:	3,400
County furnished materials:	
- lump sum unlisted highway materials	<u>25,000</u>
TOTAL PROJECT COSTS (0042-01-31):	\$73,500

8. Routine Roadside Maintenance (0042-01-33)	
Mowing	
Woody Vegetation	
Litter Pickup	
Control of unwanted vegetation	
Labor:	\$96,000
County equipment:	60,100
Administrative support:	6,800
County furnished materials:	
- 1 lump sum unlisted highway materials	<u>5,000</u>
TOTAL PROJECT COSTS (0042-01-33):	\$167,900

9. Routine Administrative Maintenance (0042-01-40)	
Fix cost reimbursements	
Back pay	
Training	
Compass – associated costs	
Labor:	\$1,000
County equipment:	600

Administrative support (liability insurance, radio):	17,900
County furnished materials:	
- lump sum county machinery storage space	<u>57,200</u>
TOTAL PROJECT COSTS (0042-01-40):	\$76,700
10. Maintenance Supervision (70% of one patrol superintendent) (0042-01-41)	
Supervision/engineering	
Labor:	\$72,400
Other miscellaneous expenditures	
-food, lodging and training:	2,000
-travel:	15,000
-administrative support:	<u>3,800</u>
TOTAL PROJECT COSTS (0042-01-41):	\$93,200
11. Routine Traffic Maintenance (0042-01-61)	
Permanent sign repair	
Temporary / emergency sign repair	
Labor:	\$16,600
County equipment:	7,400
Administrative support:	1,200
County furnished materials:	
-1 lump sum unlisted highway materials:	<u>1,000</u>
TOTAL PROJECT COSTS (0042-01-61):	\$26,200
12. Aluminum Sign Replacement (0042-01-65)	
Labor:	\$13,400
County equipment:	2,400
Administrative support:	<u>800</u>
TOTAL PROJECT COST (0042-01-65):	\$16,600
TOTAL STATE AFE (Authority for Expenditure)	
TOTAL REVENUE BUDGET FROM WisDOT:	\$1,709,100.00
13. Local Force Accounts (AFE)	
Performance Based Maintenance (PBM)	
Discretionary Maintenance Agreements (DMA)	
**All AFE, PBM, and DMA work is earned in addition to the Routine Agreement	
Distribution of Signs (0072-12-08) PBM	4,824.98
Brown Cty Superstructure (0005-01-21)	5,033.42
Route & Seal STH 22 (0549-42-01) PBM	36,748.13
Route & Seal STH 32 (0549-42-03) PBM	35,847.91
Pavement Repair USH 141 (0549-42-31) PBM	87,431.83

Marinette Cty Bridge Repair (0549-42-61) PBM	24,057.22
Route & Seal STH 32 (0549-42-04) PBM	25,487.04
Route & Seal STH 32 (0549-42-02) PBM	14,548.10
Asphalt Repair (0042-53-13) DMA	109,707.45
Culverts (0042-53-80) DMA	112,841.60
AC Overlay & Shouldering (9180-27-60) LFA	80,867.44
Concrete Overlay (9180-29-60) LFA	6,089.68
TOTAL ADDITIONAL REVENUE:	<u>\$543,484.80</u>

TOTAL REVENUE EARNED FROM WisDOT: \$2,252,584.00

COUNTY

1. Road Construction CHIP (County Highway Improvement Program) Biannual
County "H" (CTH – R to Stelzer Lane)
3.21 Miles
 - a. Engineering: \$70,311.16
 - b. Right of way Acquisition: \$75,440.00
 - c. Wetland Mitigation: \$97,947.30
 - d. Misc. Items: \$3,340.02

Total: \$247,038.48

2. County Bridges – Safer Bridge Program
Design Phase

a. CTH AA	9087-01-00	Construction 2018
b. CTH BB	9027-02-00	Construction 2017-2018
c. CTH Y	9007-03-00	Construction 2017-2018
d. Sunshine Rd	9021-06-00	Construction 2018
e. Grosse Rd	9008-03-00	Construction 2019
f. Sleeter Rd	9066-00-71	Construction 2016

Total Cost: \$20,698.48

3. Routine County Maintenance
2015 Budget: \$1,476,988
 - a. Activities Performed- Route & seal asphalt, culvert replacement, patching road construction, mowing operations, litter removal, shoulder repair, guardrail repair, sign repair, brush cutting.
 - b. Edgeline & Centerlining of County Highways
3850 gallons of white edgeline paint
2310 gallons of yellow paint
22,000 lbs of glass beads

4. Crushing Operations – Cost \$536,794.97
 - a. ½" gravel production: 41,100.50 ton

- b. 1 ¼" gravel production: 71,381.75 ton
- c. Reclaimed asphalt: 15,300 ton

5. Asphalt Paving – Budget \$1,500,000

Roads completed in 2015 – Pulverized/milled and repaved

- a. CTH J (CTH A to Williams Lane) 2.4 miles
- b. CTH B (CTH Z to Marinette Line) 2.02 miles
- c. CTH I (CTH A to STH 22) 4.50 miles
- d. CTH V (CTH U to CTH H) 2.75 miles
- e. CTH M (CTH B to State 141) 5.70 miles
- f. CTH J (Sampson Rd to Kozlowski Rd) 1.53 miles
- g. CTH EE (CTH E to Pavement change) .25 miles

h. CTH VV and other patches

Total Miles: 19.15 miles

Total County Asphalt Production: 55,007.76 Ton

County Roads- 26,339.74 ton

Local Roads- 20,663.74 ton

Bridge Aids- 413.50 ton

State/Others- 4658.48 ton

Total hauled and laid: 52,075.46

6. Winter Maintenance – Budget \$916,748

Adjusted \$819,148 Actual spent \$454,957

Snow removal and ice control on all county highways – 318 miles

- a. 2015 - \$454,957 Salt cost per ton: 2015 \$66.70
- b. 2014 - \$1,100,348 2014 \$65.99
- c. 2013 - \$1,080,975 2013 \$57.89
- d. 2012 - \$597,791 2012 \$56.62
- e. 2011 - \$616,558 2011 \$55.86

7. Capital Purchases 2015 – Budget \$825,000

Actual \$782,397.34

- a. 3-F250 Pick-up trucks \$69,767
- b. 2-F450 SD with tool & dump box \$87,611.82
- c. 1-Volvo wheeled excavator \$216,727
- d. 2-Triaxle trucks including
Dump bodies & hydraulics \$354,317.64
- e. 1-Buy back 160 \$18,000
- f. 2-Plows, wings and sanders \$48,930.14
- g. 1-Concrete screed \$5,043.74

TOWNS/MUNICIPALITIES

Services provided upon request from municipalities for Year 2015.

1. Local bridge aid work \$64,196.48
2. Local roads maintenance – including paving \$1,691,345.64
3. Winter maintenance \$249,224.18

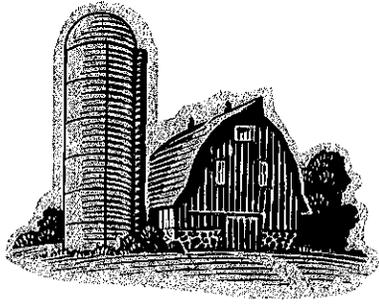
Snow and ice removal on town roads for the following Townships 2015:

Abrams	17.00 miles
Breed	59.16 miles
Chase	60.61 miles
Little Suamico	90.51 miles
Pensaukee	57.84 miles
Oconto	55.53 miles
Morgan	50.82 miles
Spruce	43.03 miles
Underhill	37.85 miles
Maple Valley	36.78 miles
How	<u>43.50 miles</u>
Total:	552.63 Centerline Miles

Total miles maintained by Oconto County Highway Department in 2015:

State of Wisconsin:	477.71 Lane miles
Oconto County:	636.00 Lane miles
Township:	1105.26 Lane miles

TOTAL LANE MILES PLOWED: 2,206.97



Oconto County

Land Conservation Division

of the Land & Water Resources Department

2015 Annual Report

Land Conservation Division 2015 Annual Report

Animal Waste Management Ordinance

The Oconto County Animal Waste Management Ordinance has been in effect since 2001. The Land Conservation Office has been issuing permits for any operator with more than 10 animal units that is constructing, altering or expanding buildings to house animals, the construction or altering of animal waste storage units or barnyards. Operators must first receive an Animal Waste Management permit before they can receive a building (land use) permit. In 2015, 20 determinations were reviewed in which 19 permits were issued for 11 animal housings, 4 barnyards and 4 animal waste storage facility. We aide projects by providing a survey layout of the farmstead, design practices that are required by the ordinance and state regulations, and inspect construction of practices.

County Cost Share Program For 2015

The county cost share program has been active for over 10 years now. A total of \$20,000 is budgeted every year to aide in funding projects. The agricultural funding is used to reduce pollution from soil erosion to manure runoff, shoreline restoration uses the funding to restore and protect lakes and stream shorelines. At the beginning of each year the LCD starts a yearly signup for applications for cost share money. All the applications are rated for their potential pollution and for cost to correct the problem. In April the committee selects projects and funding amounts to be awarded to selected applicants that they feel will accomplish the most for the money spent. In 2015 the county cost share program installed 2 Barnyard projects, 3 Shoreline Protection Projects, 4 Stream Crossings, 2 Well Closings and 2 Shoreline Restoration Projects.

2015 Funding Available = \$20,000

2015 Soil & Water Resource Management Grant Program

In 2015 the Land Conservation Division received \$80,530 in funding from the Wisconsin Dept. of Agriculture, Trade and Consumer Protection (DATCP) to be used on Best Management Practices that are identified in Oconto County's Land and Water Resource Management Plan. We have a yearly signup that starts January 1st of each year and is on-going throughout the year. As we near the construction season, we take the practices that have been signed up and rate them for the amount of pollution that is being caused. The LCC Committee ranks them in an order of priority and funding levels. In 2015 SWRM funded 2 Barnyards, 2 Shoreline Protection Projects and 3 Nutrient Management Plans.

2015 Funding Available = \$80,530

West Shore Green Bay Northern Pike Habitat Project

2014 was the final year of the West Shore Green Bay Northern Pike Habitat Project. The project was a federally funded grant award, from the Great Lakes Restoration Initiative (GLRI), to increase and protect Northern Pike spawning habitat by establishing riparian buffers, restoring/enhancing wetlands and removing fish passage obstructions along tributary streams of the Bay of Green Bay. In 2015 the Land Conservation Division acquired new funding from Natural Resource Damage Assessment fund pool and Ducks Unlimited to continue our efforts in fish habitat restoration. In 2015, 4.5 acres of spawning wetlands were restored/enhanced, 2 stream obstructions were removed opening an additional 1.2 miles of stream for fish passage and 1 acre of riparian buffers were installed.

2015 Funding available for projects = \$113,071

Wildlife Damage Program

13 landowners were issued shooting permits for deer damage. In the past hunters could donate deer for the local food pantries but for 2015 Oconto County did not have any processors for this program.

2015 Total funds provided = \$21,186

Land Conservation Youth Education Program

The Land Conservation Division in the last few years has put a renewed effort in our Youth Education Program. It has been shown that you need to start with youth when you are trying to change society's way of thinking on issues. We offer conservation based educational programs to all schools and organizations and the interest has grown tremendously. In 2015 we worked with 6 schools within the county reaching over 290 students

Department of Ag, Trade and Consumer Protection

Each year the Land Conservation Division applies to the Department of Ag, Trade and Consumer Protection for funding to provide the county with staffing money to help implement the county Land and Water Resource Management Plan and other state mandated programs. For 2015 DATCP awarded the Land Conservation Division \$135,174.

Total Staffing Grant = \$135,174

Other Cost Sharing Sources

Part of the Land Conservation Division duties is to pursue funding through Federal, State and private agencies to be used for conservation. The LCD annually applies for Targeted Resource Management (TRM) grants and Notice of Discharge (NOD) grants through the Wisconsin Department of Natural Resources. The TRM grants are a competitive grant throughout the state. In 2015 the LCD secured \$56,445 in TRM grants.

2015 Available Funding TRM = \$56,445

The Natural Resource Conservation Service (NRCS), which is a federal office, and the Land Conservation Division office is co-located and work together to accomplish conservation efforts with Oconto County landowners and operators through sharing staff, office supplies and equipment. NRCS has several programs: Environmental Quality Incentive Program (EQIP) provides cost sharing for conservation practices and Conservation Stewardship Program (CSP) which provides incentives to operators for new and existing conservation practices. The Land Conservation Division provides consulting services, technical design and installation inspection for these projects.

Total EQIP Funding 2015 = \$761,992

Total CSP Funding 2015 = \$513,347

Total Program Funding for Oconto County in 2015

Total County Cost Share = \$20,000

Total SWRM Cost Share = \$80,530

Total Northern Pike Project Funds = \$113,071

Total Wildlife Damage Funds = \$21,186

Total DATCP staffing grant = \$135,174

Total TRM and NOD Funds = \$56,445

Total NRCS EQIP & CSP Funds = \$1,275,339

Total Funding for 2015 = \$1,701,745

In conclusion:

The above programs are part of our total Land and Water Resource Management Plan in an effort to fulfill our Mission Statement:

“To serve landowners of Oconto County to manage, protect, and improve land and water resources through cooperation with Federal, State, and private agencies, and secure funding to provide technical and monetary assistance to achieve sound environmental practices to permanently benefit our land and water resources.”

A fair portion of the economic activity in Oconto County is derived from agriculture and recreation\tourism. It is vital to the county to ensure these activities continue to prosper while still preserving our natural resources.

Respectfully submitted,

Ken Dolata
County Conservationist



OFFICE OF LAND INFORMATION SYSTEMS

A Division of
Land & Water Resources Department
Survey -GIS -Property Listing -Land Records - Physical Address

Land Information Systems 2015 Annual Report

OVERVIEW OF THE DIVISION

The Land Information Systems is a Division of the Land and Water Resources Department staffed by six full-time employees, and additional support through contracted services and LTE (limited time employee) through a cooperative exchange program with NWTC along with drawing clerical assistance from the Land and Water Resources administrative staff. The division's daily tasks include Property Listing (State Statutes Chapter 70), Tax Deed, Land Sale (State Statutes Chapter 75), Survey (State Statutes Chapter 59 & 236), Physical Address (State Statutes Chapter 59) and Land Records (State Statutes Chapter 59).

SURVEYING

Last year the division was again able to perpetuate approximately 100 PLSS (Public Land Survey System) "section corners", provide survey services for the Highway Department, Forestry & Parks Division, District Attorney's office, Corporation Counsel, Sheriff's Department and municipalities. In 2015 the division provided assistance to the ongoing county wide highway sign reflectivity project. In addition the survey division has fully surveyed and remonumented the Towns of Chase, Little Suamico, Morgan, Abrams, Pensaukee, Oconto, Little River, Stiles, Oconto Falls, Gillett, Underhill, Lena, Spruce, Maple Valley, How and a large portion of Brazeau.

PROPERTY LISTING

On an annual basis a combination of nearly 1,000 new parcels or splits and changes are entered into the system from January to December, these entries vary from a simple name or address change to a complex legal description. The Division also completed several municipal re-evaluations. The division continually works with the local municipalities and assessors to transfer assessment data over the internet for uploads to the tax program. We continually work with the GCS tax program developer to provide new enhancements and upgrades. In 2015 the Division printed and mailed 39,312 real estate tax bills and 1557 personal property tax bills. The Property Listing staff along with the Survey Division reviewed 97 land divisions (CSM's and Plat's) in 2015.

TAX DEED

On an annual basis approximately 150 to 200 delinquent parcels have title reports prepared, resulting in the recording of a Tax Deed on about 20 to 30 parcels. The Division is then responsible for putting together a land sale of those delinquent parcels that are not sold back to the former owner, local municipality, state or federal government. In 2015, 31 parcels were available for sale of which 10 were sold with total proceeds of \$63,615.72. These 10 parcels were assessed at \$52,100.00 in 2014. The department also deals with buy back requests during the one year time frame prior to the land sale.

PHYSICAL ADDRESS

In 2015, the Division issued 109 new physical addresses and issued 21 new signs for those that were worn, damaged or missing. This division is also responsible for coordinating with the local townships in the naming or renaming of any new or existing roads, and correcting address numbers. Several township expressed interest in replacing older style signs with the new reflective flag type. On an annual basis each township receives a new physical address map with updates and is asked to review and reply with comments. This division continually works with E-911 Dispatch to resolve conflicts and address questions.

PLAT BOOKS

This division coordinated and developed the 2015 Oconto County Plat Book. These books are distributed and sold at the County Clerk's office.

G.I.S. (Geographic Information Systems)

To date the GIS Division has mapped approximately 41,000 parcels. In those surveyed towns (listed in the survey section), the mapping is in real time coordinates. All these maps are then linked to the parcel number provided by Property Listing. All this data is combined and published to a webserver <http://ocmaps.co.oconto.wi.us/SOLO/> allowing access to information such as owner, parcel size, volume and page, brief legal, address, and taxation status. In addition the ability to view and print current and past tax bills is available. The GIS Division also maintains and updates the Sheriff's Department E-911 Dispatch mapping and data base software (Spillman). The GIS Division also provided boundary files for Emergency Governments Code Red application that depicts school and municipal boundaries. The county GIS website SOLO continues to be a very useful tool for county staff, local municipalities, private consultants, and the general public.

In 2015 we had 42 subscribers and nearly 100 county staff, state and federal agencies with higher level search capabilities. We are continually adding and updating coverages such as soils, wetlands, zoning, orthophotography, hydrography, contours and others for access over the internet. The division also prepares additional maps for the County Clerk's office for SVR (Statewide Voter Registration), and annually assisted the local municipalities with the U.S. Census Consolidated Boundary and Annexation Survey (C-BAS) for Oconto County.

LAND RECORDS

Land Records continues to be a very integral part of Oconto County and the LIS Division. This is a non-lapsing program that does not have impact on the tax levy. Oconto County had been very successful in obtaining numerous grants over the past several years. This program has paid for development, implementation and maintenance of the GIS website SOLO, the Register of Deeds program Land Shark, the Zoning Department permit tracking program, and the Forestry Department Emergency Shadow of the Dam program. In addition it has allowed the division to purchase PC's and software that support these LIS programs at no cost to Oconto County and also funding staff and technical support for ongoing projects.

2015 BUDGETARY OVERVIEW

Land Information Systems Dept 31

(survey, property listing, tax deed, physical address)

Expenses \$410,481.11 Revenue \$25,519.49

GIS/ Land Records Dept 32

Expenses \$141,840.59 Revenue \$128,364.19 Carryover \$158,345.86

Plat Books

Expenses \$19,940.00 Revenue \$9,639.28 Carryover \$32,329.13

For actual number of books sold refer to the County Clerks Annual Report

Tax Deed

Expenses \$29,331.31 Revenue \$63,615.72

MAINTENANCE DEPARTMENT 2015 ANNUAL REPORT

The Oconto County Maintenance Department consists of four full time staff members with an annual budget of \$731,731.00 for the general maintenance and repair of courthouse buildings, grounds and equipment and an additional \$275,000 for capital improvement projects.

Operations of the Maintenance Department is to keep the courthouse, jail and grounds in a well maintained and safe conditions as well as doing limited work at the Beyer home.

The Public Property Committee oversees the operations of the Maintenance Department and all county projects. Updates on all maintenance operations are given to the committee at their monthly meeting.

Additional projects, above and beyond daily maintenance operations, over-seen by, or accomplished by the Maintenance Department in 2015 are:

Replace all existing lighting in Annex, the old courthouse, the sheriff dept. and part of the first floor in building "C". The remaining part of building "C" that had not been done in the 2014 consisted of courtroom "B", the hearing room, and 2 small meeting rooms where attorney's and clients meet.

All existing T-12 lighting that has been removed was replaced with L.E.D. troffer lighting and all lighting has been replaced in the courthouse buildings with the exception of the current existing jail section. The existing jail section may have parts that will be remodeled for other uses, in which lighting needs will be addressed at the time of remodeling, and with other parts being used for storage by different departments.

In the 2014 report, it was stated that the sheriff department office area would not be converted to L.E.D. lighting at this time, In 2015 it was determined that Technology Services would be occupying the sheriff department area in 2017 and it was determined to change the lights at this time as to doing it at a later date.

Two new water heaters were installed in 2015, The water heater in building "C" had developed a leak in the outer jacket that could not be repaired without a major rebuilding of the water heater, the unit was installed in 1992 with a projected life expectancy of 20 years and it was determined that rebuilding the unit was not feasible. The water heater was replaced with two tank style heaters to accommodate the amount of hot water used by the jail inmates with adequate reserve to serve part of building "A", the sheriff department and building "C"

In 2015 extensive work was done on the New Law Enforcement center with many hours of meetings and updates on the progress of the new center, with the construction start there have been many hours of surveying the site to monitor progress.

A new roof was installed on building "C" by Oshkosh Metal And Roofing, the stone ballast was removed from the roof and discarded, the rubber membrane was then removed and discarded, new insulation was installed and a new totally adhered (glued down) rubber roof was installed. The roof was replaced after numerous repairs had been made to it over the last 10 years. The roof was original from 1992 installation with a 15 to 20 year

life expectancy.

Windows in building "C" had to have the fire proofing reinstalled over the top of the window headers to prevent any more damage to the window soffits, all windows on the 2nd and 3rd floors of building "C" facing the East were redone to stop the moisture problem in those areas. The window in rooms 2081 and 2083A had to be removed, cut down for expansion clearances then reinstalled.

After hours calls have been down the last couple of years with the cooperation of jail management and staff resulting in less call-ins and this results in savings for the county, the Maintenance staff will continue to work with jail staff to keep after hours call-in to a minimum.

The Maintenance Department is a 24 hour, 7 days a week operation to answer alarms and call-ins.

KEVIN L. NOACK, MAINTENANCE ENGINEER

2015 Oconto County Medical Examiner Activity Spreadsheet

	Investigations	Post	Ext	Cre	Hospice	Suicides	Homicides	Other Acc	MVA	Off-Road Acc	Pending	Undetermined
January	18	1	4	18	8	2	0	0	2	1	1	0
February	16	0	0	8	8	0	0	0	0	0	0	0
March	15	0	2	16	10	0	0	1	1	0	1	0
April	22	0	3	15	13	2	0	1	2	0	0	0
May	15	2	1	12	6	2	0	3	1	1	0	0
June	14	2	0	13	6	0	0	1	1	0	1	0
July	10	0	1	4	6	0	0	0	1	0	0	0
August	12	0	3	6	5	1	1	0	0	0	0	1
September	22	2	1	14	10	1	0	4	0	0	1	0
October	23	1	5	20	11	1	0	1	4	0	0	0
November	19	1	2	14	9	0	0	1	3	0	0	0
December	11	1	3	18	5	2	0	0	2	0	1	0
Totals	197	10	25	158	97	11	1	12	17	2	5	1

<u>Previous Years</u>		
End of Dec 2014	175	7
End of Dec 2013	179	5

<u>Previous Years</u>		
2014 Totals	175	7
2013 Totals	179	5

AIRPORT ANNUAL REPORT 2016
FOR YEAR 2015

THERE WAS NO CONSTRUCTION STARTED THIS YEAR. THE RECONSTRUCTION OF RUNWAY 29/11 WAS MOVED DOWN TO START IN 2016. ENGINEERING WILL START IN 2016 AND BIDS FOR THE ACTUAL RECONSTRUCTION WORK WILL BE LET IN LATE SUMMER OR EARLY FALL. THE BIDS WILL HAVE TO BE BACK EARLY IN 2017 FOR CONSTRUCTION TO START IN SPRING OF 2017. THE PRESENT RUNWAY PAVEMENT IS PAST DUE FOR RECONSTRUCTION. IF IT IS NOT DONE THE FEDERAL GOV'T WANTS ALL THE MONEY BACK THAT HAS BEEN ALLOTTED TO THE OCONTO AIRPORT. THE RECONSTRUCTION WILL COST AROUND \$1,000,000.00 OR MORE. IN 1985 WHEN IT WAS LAST REDONE THE COST WAS OVER \$800,000.00. FEDERAL GOV'T PAYS 80%, STATE PAYS 10% AND SPONSORS SHARE IS 10%. THE AIRPORT STILL HAS ABOUT \$40,000.00 LEFT FROM THE SALE OF SAND. THIS WILL BE USED TOWARD THE 10%, BUT WILL NOT COVER IT ALL DEPENDING ON THE FINAL COST. COUNTY AND CITY WILL NEED TO PICK UP THE REST. INCOME AND EXPENSES ARE AS FOLLOWS: HANGAR RENT AND LAND LEASE: \$15,175.77, GAS SALES \$14,956.55 (DOWN MAINLY BECAUSE GAS PRICE WAS DOWN) AND \$25,431.00 FROM THE CITY AND 25,431.00 FROM COUNTY FOR A TOTAL OF \$80,994.32. OUR EXPENSES WERE \$56,926.44. THAT IS DOWN DUE TO THE FACT I DIDN'T ORDER ANY FUEL DURING THE PAST YEAR. IF I HAD THE COST OF THE FUEL WOULD HAVE BEEN AN ADDITIONAL \$25,000.00, WHICH ADDED TO \$56,926.44 WOULD HAVE COME TO \$81,926.44. THIS YEAR THE BUDGET WAS CUT BY \$20,200.00. I WILL HAVE TO ORDER FUEL. THERE MAY NOT BE ENOUGH TO PAY FOR IT. THE MONEY THAT WOULD HAVE BEEN LEFT IN THE ACCOUNT COULD HAVE BEEN USED FOR THIS AND ALSO AS PART OF THE SPONSORS SHARE OF THE RUNWAY CONSTRUCTION. LAST YEAR WE ALSO HAD TO REPLACE BOTH FURNACES. I AM ENCLOSING A COPY OF THE SIX YEAR PLAN THAT HAS TO BE FILLED OUT AND SENT TO THE STATE EVERY TWO YEARS. IT GIVES THE STATE AN IDEA OF WHAT THE AIRPORT WOULD LIKE TO DO IN THE FUTURE. IF WE DO NOT SHOW THAT THERE ARE STILL THINGS TO BE DONE THE MONEY, \$150,000.00 A YEAR WILL BE ALLOTTED TO ANOTHER AIRPORT. THE ACTIVITIES AT THE AIRPORT ARE ABOUT THE SAME AS LAST YEAR, 9000+. IT ALL DEPENDS ON THE WEATHER. EVERY ONE WHO COMES IN REMARKS ON HOW NICE THE AIRPORT LOOKS AND HOW WELL THE GROUNDS ARE KEPT UP. LAST YEAR'S FLY-IN WAS A GREAT SUCCESS. THIS YEAR IT IS PLANNED FOR SATURDAY SEPTEMBER 17TH. THIS YEAR THERE WILL BE N ADDED EXPENSE. THE FIRE ALARM SYSTEM IS NOT WORKING AND THE CITY HAS SAID WE HAVE TO REPLACE IT. IT'S NOT CONNECTED TO ANYWHERE BUT WE STILL HAVE TO HAVE IT. STATE LAW. ALSO BOTH SNOWPLOW TRUCKS BROKEDOWN DURING THE LAST SNOW STORM.

EILEEN DUFFECK, MGR.

Description of Improvement	Size of Improvement	Estimated* Cost	Anticipated Petition Date
2016 Design for RW 11/29 & Taxiway Reconstruction		\$70,000.00	6/14/2011 6/30/2011
2017 Conduct Wildlife Site visit (update) Reconstruct Runway 11/29, connecting taxiway & taxiways A&B. Install PAPI's & REIL's & clear approaches		\$6,000.00 \$906,000.00	9/18/2008 4/12/2011
2018 Construct Hangars		\$333,333.00	4/12/2011
2019 Sealcoat Runway 11/29		\$116,666.00	4/12/2011
2020 Feasibility study for Runway 4/22		\$50,000.00	4/12/2011
2021 Land acquisition, RW 4 approach (additional 60 acres) and/or 40 acres for RW 4/22 approaches		\$50,000.00 \$210,000.00	4/12/2011 6/14/2011 & 9/18/2008

DESCRIBE PROPOSED IMPROVEMENTS AS FOLLOWS:

aved runway or extension or expand paved apron, develop hangar area, construct terminal building, acquire land nents, erect airport beacon or tetrahedron, remove obstructions, develop auto parking, light runways, prepare naster plan. List the size of the improvements in acres, square yards, length, width, or as appropriate.

*If estimated cost is unknown, the Bureau of Aeronautics will estimate.

2015 ANNUAL REPORT PLANNING & ZONING DEPARTMENT

The mission of the Oconto County Planning and Zoning Department is to protect and promote the public health, safety and general welfare of Oconto County. Through planning efforts and plan implementation through various ordinances the department guides and regulates land use activities as Oconto County works toward a vision of being a family centered destination in which to live, work, and recreate.

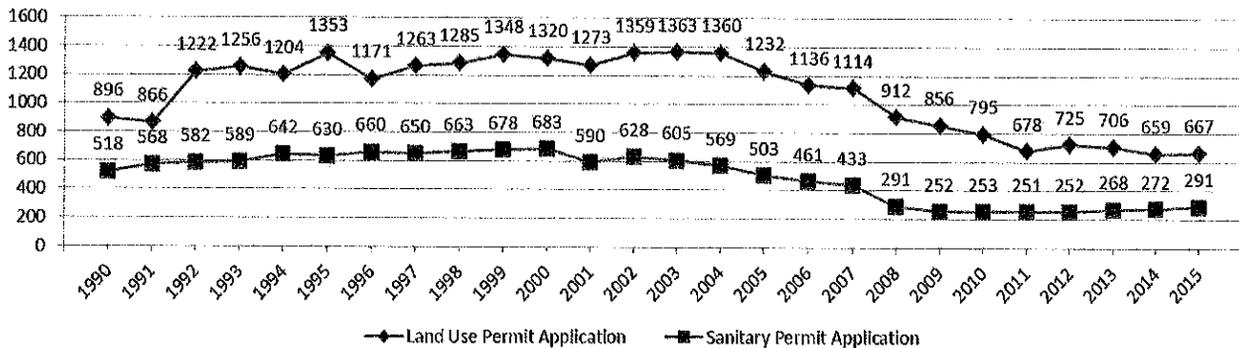
Oconto County 20-Year Vision Statement (Adopted June 25, 2009)

"Oconto County is the near north destination for those individuals seeking a welcoming family-centered environment in which to live, work, and recreate. Its expanding economy offers a growing number of diverse employment opportunities that have attracted and retained younger generations to be an integral part of the long-term well-being of the county. The county's vast tourism industry is thriving due to responsible planning that has taken full advantage of all the healthy natural features and diverse recreational facilities found in the county. Oconto County's rich natural, agricultural, and cultural resources have not only been preserved but enhanced through the implementation of strong land use policies and longstanding partnerships with local communities and governmental departments. The county's continued prudent investments in infrastructure, personnel, and technology has made Oconto County an economic and social leader in Northeast Wisconsin."

Land Use and Sanitary Permits

The Planning and Zoning Department regulates certain land use activities through the issuance of land use and sanitary permits in compliance with the Oconto County Zoning Ordinance and the Oconto County Sanitary Ordinance. The following further breaks down the permits issued by the Zoning Administrator, Assistant Zoning Administrators and Deputy Zoning Administrators.

Permit Applications



Land Use Permits (LUP)	2009	2010	2011	2012	2013	2014	2015
Total LUP	856	795	678	725	706	659	664
Issued by: Zoning Office	458	466	397	449	445	414	409
Northern Office	218	241	214	204	188	175	173
Deputy Zoning Admin.	180	88	68	68	73	70	82
LUP New Single Family Homes	94	90	75	82	77	72	86
LUP Homes built w/in 300 ft of water body	28	36	36	34	28	32	50
Sanitary Permits	2009	2010	2011	2012	2013	2014	2015
# of Sanitary Permits issued	252	253	251	252	267	272	291
# of Sanitary Permits Inspected	180	185	190	180	259	207	265
WI Fund applications	7	12	9	8	7	5	11
WI Fund Grant Funding	\$28,492	\$35,108	\$26,758	\$23,904	\$30,847	\$21,103	\$39,369
Sanitary Permits by Type	2009	2010	2011	2012	2013	2014	2015
New Construction	111	127	111	100	103	94	109
Reconnects	34	25	33	41	40	33	25
Replacements	93	83	93	93	91	128	129
Replace tank only	12	12	12	16	19	14	24
System Modifications	2	6	2	2	8	3	4

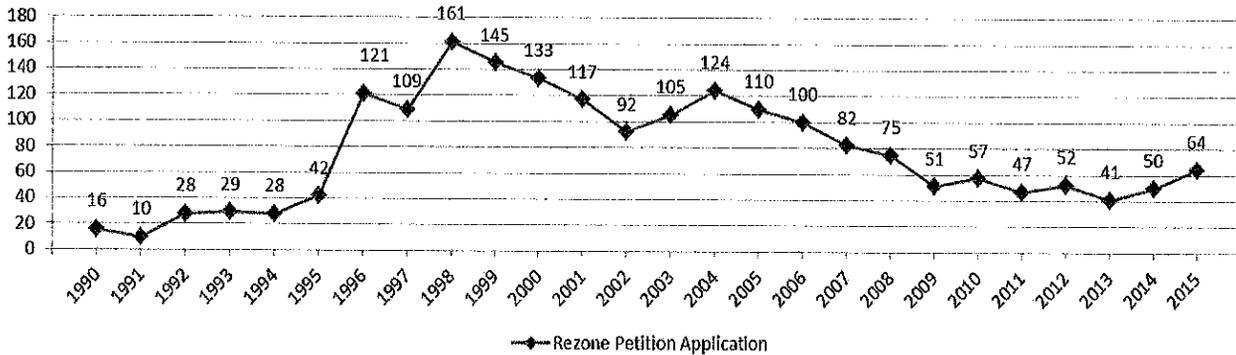
Land Use & Sanitary Permits by Municipality, 2013 – 2015.

	2013		2014		2015			2013		2014		2015	
	LUP	Sani	LUP	Sani	LUP	Sani		LUP	Sani	LUP	Sani	LUP	Sani
Abrams	37	7	22	11	33	13	Maple Valley	21	6	7	7	11	4
Bagley	10	7	9	4	4	3	Morgan	16	5	14	3	15	7
Brazeau	39	16	47	15	44	13	Mountain	34	12	37	20	40	11
Breed	21	8	20	7	24	11	Oconto	20	9	15	6	18	6
Chase	43	20	48	23	39	14	Oconto Falls	17	8	19	8	15	11
Doty	29	14	17	8	16	11	Pensaukee	26	8	29	8	32	10
Gillett	15	9	18	5	15	6	Riverview	50	24	58	20	48	15
How	10	3	10	5	9	6	Spruce	28	5	12	4	17	4
Lakewood	54	24	55	21	51	20	Stiles	30	8	32	12	29	10
Lena	19	6	7	8	8	3	Townsend	74	31	71	36	77	52
Little River	14	6	22	8	16	10	Underhill	9	4	17	6	30	15
Little Suamico	92	26	73	27	73	35	City of Gillett						1

Petition to Rezone Applications

The Planning and Zoning Department provides assistance to the Planning and Zoning Committee in reviewing petitions to rezone lands within Oconto County. In 2015, the Oconto County Principal Planner provided the Planning and Zoning Committee with a thorough review and report on each of the 64 rezone petitions. These staff reports assist committee members in the review process to ensure decisions are consistent with the Oconto County 20-year Comprehensive Plan as required by s. 66.1001 Wis. Stats. In addition, the Principle Planner provided numerous preliminary staff reviews to landowners and town officials for consideration in determining plan and ordinance consistency for development proposals and rezone petitions.

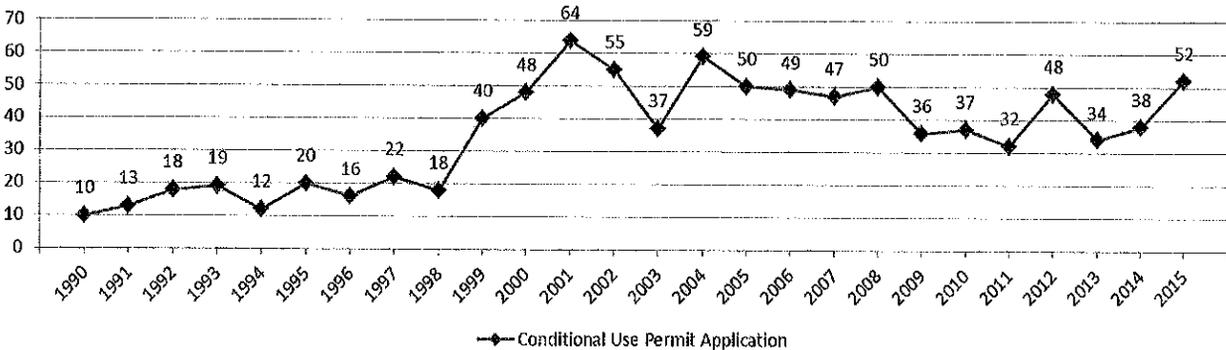
Rezone Applications



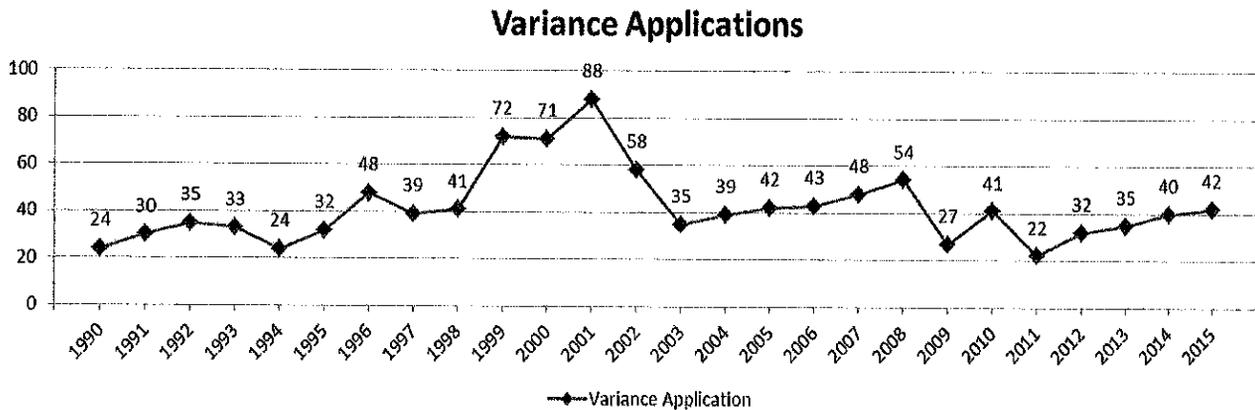
Conditional Use and Variance Applications

The Planning and Zoning Department provides assistance to the Oconto County Board of Adjustments in reviewing conditional use permit applications. In 2015, the department staff provided the Board of Adjustment with a thorough review and report on 52 conditional use permit applications. A conditional use permit is a special permit issued by the Board of Adjustments that may contain unique conditions in order to permit the use.

Conditional Use Applications



The Planning and Zoning Department provides assistance to the Oconto County Board of Adjustments in reviewing variance applications. In 2015, the department staff provided the Board of Adjustment with a thorough review and report on 42 variance applications. A variance is a relaxation of the dimensional standards of the Oconto County Zoning Ordinance and the Oconto County Land Division Ordinance.



Nonmetallic Mining Permits

The Oconto County Nonmetallic Mining Program has been in operation since August of 2001. Activities for 2015 included collecting annual fees for actual unreclaimed acreage for field season 2015. The department collected a total of \$31,945.00 in fees of which \$4,460.00 was allocated to the Department of Natural Resources. Utilizing the best available orthophotos assists the department in determining actual active acreage for each site. The department performs onsite inspections, violation investigations, and data collecting to maintain the program. Staff has been reviewing each nonmetallic mining site’s Financial Assurance to assure the County would have no financial responsibility in the event the operator defaults or leaves the pit in an unreclaimed condition. The department also maintains a database to keep track of Quarry Conditional Use Permit renewal dates and Financial Assurance expiration deadlines. The most recent 2014 ortho photos will assist in accurately determining current open and active acreages for each quarry.

# of New Permits Issued in 2015	0
# of Active Nonmetallic Mining Permits in effect	55
# of In-Active Nonmetallic Mining Permits in effect	5
# of Acres currently being mined	790.3
# of Total affected acres	3247
# of acres that have been reclaimed in 2015	5
# of In-Active Nonmetallic Mines	5
# of In-Active Nonmetallic unreclaimed acreage	12.84

Ordinance Development and Amendments

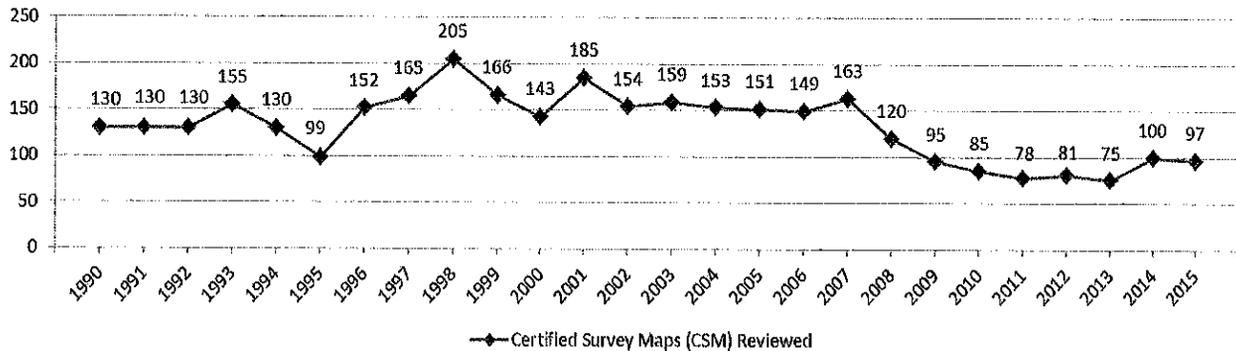
In 2015, the Zoning Administrator worked to amend the Oconto County Zoning Ordinance which added a section on mobile tower siting, permitted a limited number of chickens/ducks in residential zoned districts and clarified language on permitting accessory structures prior to the principal structure in certain situations. Work began on a draft Shoreland Ordinance that is proposed to be separated from the Zoning Ordinance. Recent changes to WI Statute and Admin. Code NR 115 mandate counties update shoreland regulations by October, 2016. The state budget bill approved in July 2015 included WI Act 55, which changed how counties can regulate certain nonconforming shoreland structures. These changes will be part of the shoreland ordinance revisions that will be drafted for review in 2016.

Land Division Reviews

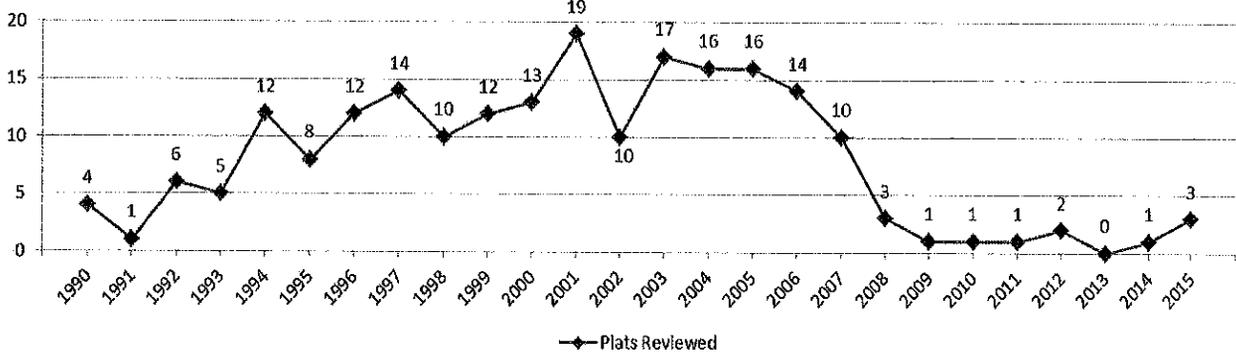
In 2015, the Principal Planner managed the review of sixty eight (68) Certified Survey Maps, twenty-eight (28) Retracement Certified Survey Maps, and 3 Plats. Of the sixty eight (68) Certified Survey Maps, fifty-three (53) were approved and recorded creating eighty-eight (88)

new lots. Of the twenty-eight (28) retracement certified survey maps (a combination of existing lots) submitted and reviewed, twenty-four (24) were approved and recorded. All three (3) of the county plats submitted and reviewed were approved and recorded creating and/or reconfiguring twenty (20) lots. In 2015, the Principal Planner migrated to all review correspondence with surveyors being emailed in digital formats, which has reduced printing and mailing costs. This past year also saw the beginning of consistent and enhanced data sharing with surveyors. This means that surveyors are sharing preliminary and finalized digital files to enhance reviews and they are receiving data in formats they can utilize to better show flood boundaries, wetland boundaries, contours etc. on the maps they are creating. In addition, numerous preliminary reviews of land division and development proposals were provided to surveyors, developers, and land owners.

Certified Survey Maps Reviewed



Plats Reviewed



Land Division Violations

Any divisions or exchanges of property that fall within the jurisdiction of the Oconto County Land Division Ordinance must follow the requirements and standards of the ordinance. Any divisions or exchanges that should have and did not follow ordinance requirements are considered violations. In 2015, the Zoning Administrator pursued six (6) land division violations in order to bring these divisions into compliance with ordinance requirements.

Zoning Enforcement

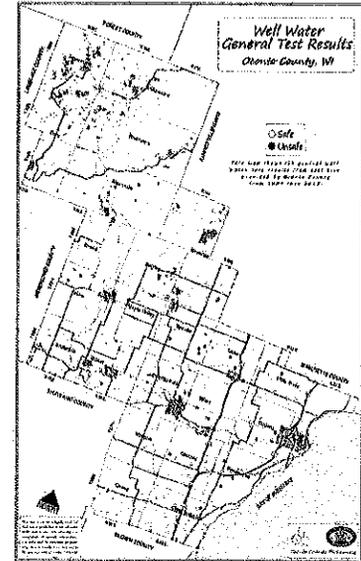
Zoning enforcement activities include responding to complaints filed by the public, investigating violations observed by field staff and DNR, and following up on permits with conditions. Complaints are viewed when time permits and at the level of seriousness. During spring and early summer the construction season brings more complaints. Education is of the utmost importance to avoid repeat offenders. The following data summarizes complaints and enforcement cases created or acted upon in 2015 as compared to the previous four years:

	2011	2012	2013	2014	2015
# of Complaints taken by Zoning Department	161	183	164	190	182
# of Violations Confirmed	140	129	147	180	178
# of Citations Issued	11	3	4	3	9
# of Resolved Complaints	141	103	110	95	89
# of Unresolved Cases	4	1	8	61	93

As with most complaints, actions taken to resolve the matters involved inspecting the property, sending a notice of violation or written corrective orders, issuing citations and various other forms of contact utilized to facilitate a solution to the violations.

Planning

In 2015, the Principal Planner continued to provide assistance to developers, consultants, town officials and land owners in the review of development proposals, rezone petitions, conditional use and land divisions applications for consistency with adopted plans and compliance with all applicable ordinances. March 2015 County Board adoption marked the completion of updates to the Oconto County 20-Year Comprehensive Plan which included the Oconto County Farmland Preservation Plan as prepared by the Principal Planner. Following this March adoption, the Principal Planner drafted and presented farmland preservation implementation options to the Planning and Zoning Committee with the committee deciding to postpone further implementation until a later date. In late 2015, the Principal Planner led efforts to draft the Oconto County Land Records Modernization Plan as required by the Wisconsin Land Information Program (WLIP) a division of the Wisconsin Department of Administration (WDOA). This plan was reviewed and approved by WLIP and approved by the Oconto County Land Information Council in December 2015. Per Wisconsin statute, "a countywide plan for land records modernization" is required for participation in the Wisconsin Land Information Program (WLIP). The purpose of the plan is twofold: 1) to meet WLIP funding eligibility requirements necessary for receiving grants and retaining fees for land information, and 2) to plan for county land records modernization in order to improve the efficiency of government and provide improved government services to businesses and county residents. In addition, the Principal Planner provided GIS functions to the Planning and Zoning Department and other county departments through data development, data maintenance, and fulfilling data and mapping requests.



Land & Water Resources (LWR) - Planning & Zoning Department Staff

Department staff consists of a Planning & Zoning Administrator, three Assistant Zoning Administrators (AZA) in which one AZA is located in a northern Satellite office, a Principal Planner and two administrative assistants. Through the Land & Water Resources Dept., staff has been able to take on additional workload by the sharing of resources with the Land Information and Forestry & Parks Departments. This was no more evident than when in the last quarter of the 2015 two LWR staff were off work on medical leave. The Planning & Zoning Department was able to pool their resources to take on additional work load temporarily through the end of 2015.

2015 Planning and Zoning Budget Review

The department relies on permit revenues and tax levy dollars to meet budget goals. The department has also worked hard and taken many steps to reduce costs. Final expenses were well below budget expectations. This along with increased revenues reduced the actual levy amount by \$86,398 from the budgeted amount of \$305,269 to the actual levy amount of \$218,871.

*Adj. Budgeted Expenses	\$570,838	Actual Expenses	\$547,005
*Adj. Budgeted Revenue	\$280,569	Actual Revenue	\$328,134
Budgeted Levy Amount	\$305,269	Actual Levy Amount	\$218,871

REGISTER OF DEEDS OFFICE

2015

ANNUAL REPORT
to
THE OCONTO COUNTY
BOARD OF SUPERVISORS

Respectfully submitted by

Annette Behringer
Register of Deeds

April 31, 2016

Register of Deeds Annual Report to Oconto County Board of Supervisors

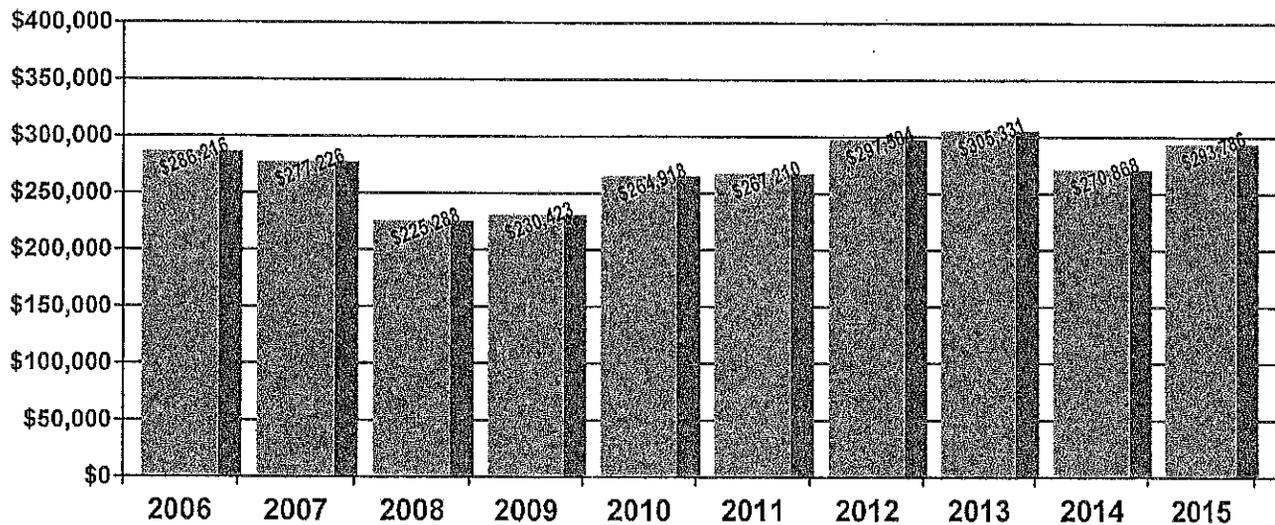
FEES COLLECTED IN 2015

FEE CATEGORY	COUNTY FEES	COUNTY FEES	COUNTY FEES	STATE FEES	TOTAL REVENUE
	Regular Fees	SSN Redaction Fund	Land Information Funds		
REAL ESTATE RECORDING FEES	132,170.00	255.00	68,800.00	59,945.00	261,170.00
REAL ESTATE TRANSFER TAX	88,214.52			352,858.08	441,072.60
REAL ESTATE COPY FEES	21,315.25				21,315.25
REPORTS/POSTAGE/MISC FEES	8.00				8.00
ONLINE ACCESS FEES	35,717.00				35,717.00
VITAL RECORDS COPY FEES	16,333.00			16,383.00	32,716.00
VITAL RECORDS SEARCH FEES	28.00				28.00
TOTALS	293,785.77	255.00	68,800.00	429,186.08	792,026.85

Respectfully submitted by
 Annette Behringer, Register of Deeds

Register of Deeds Annual Report to Oconto County Board of Supervisors

**FEES RETAINED BY OCONTO COUNTY
2006-2015**



INCLUDES:

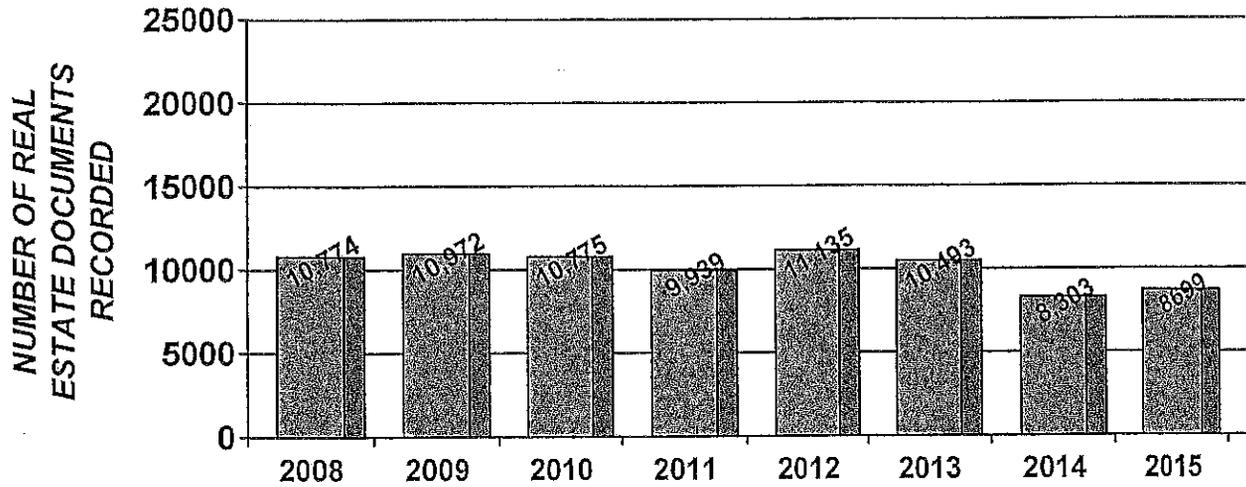
- COUNTY SHARE OF RECORDING FEES
- COUNTY SHARE OF VITAL RECORDS FEES
- LANDSHARK ONLINE ACCESS REVENUE
- REAL ESTATE COPIES AND MISCELLANEOUS FEES
- COUNTY SHARE OF TRANSFER TAX

DOES NOT INCLUDE:

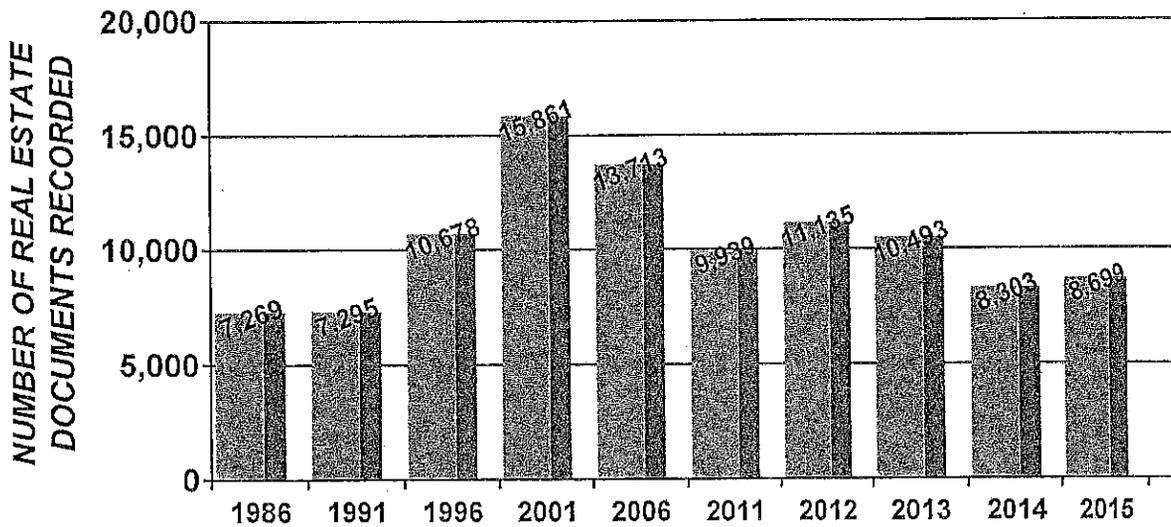
- FEES COLLECTED FOR THE STATE OF WISCONSIN
- COUNTY LAND INFORMATION PROGRAM REVENUE
- SOCIAL SECURITY NO. REDACTION FUND REVENUE

Register of Deeds Annual Report to Oconto County Board of Supervisors

**VOLUME OF REAL ESTATE RECORDINGS
2008 - 2015**



HISTORICAL DATA 1986-2015

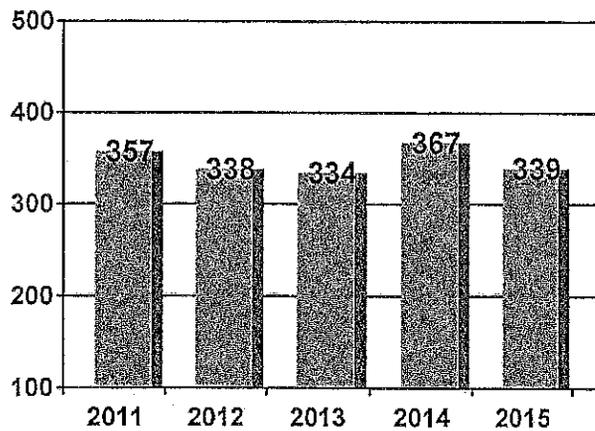


* Births are processed through Statewide Vital Records Information System & filtered statewide for county residents. Death counts include both Oconto County residents & non-residents who died in Oconto County. Marriages & Domestic Partnerships are only for events that occurred in Oconto County.

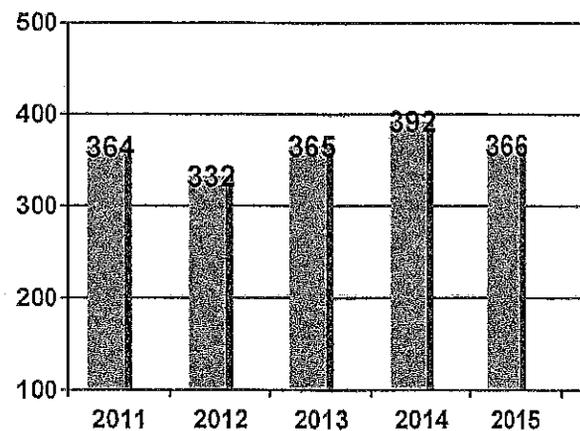
VITAL RECORDS ACTIVITY IN 2015

TYPE OF VITAL RECORD	NUMBER OF ORIGINAL RECORDS FILED	NUMBER OF COPIES ISSUED	
		THIS YEAR	LAST YEAR
BIRTH	339	854	696
DEATH	366	2,801	2,813
MARRIAGE	172	597	592
DOMESTIC PARTNERSHIP	0	1	0

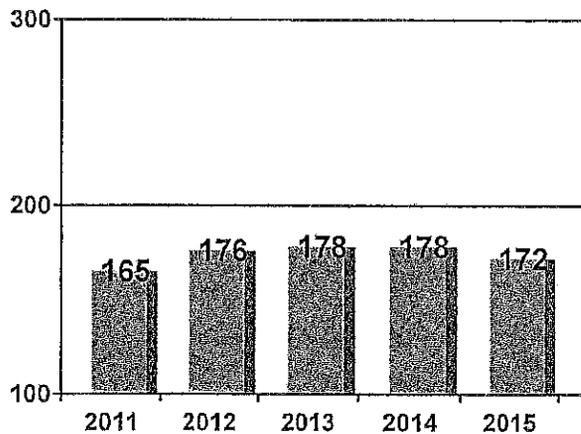
BIRTH RECORDS FILED



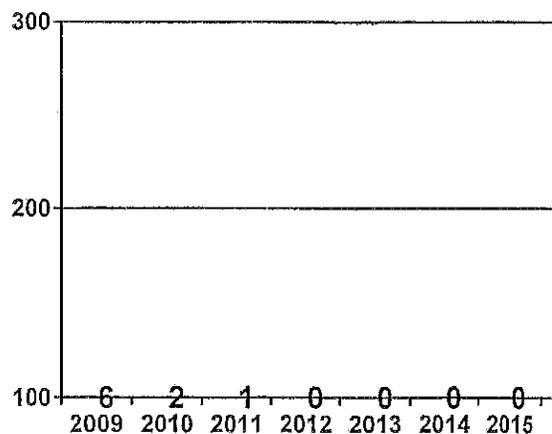
DEATH RECORDS FILED



MARRIAGE RECORDS FILED



DOMESTIC PARTNERSHIPS FILED





Oconto County Sheriff's Office

Michael R. Jansen, Sheriff

2015 Annual Report

Oconto County Sheriff's Office

The Oconto County Sheriff's Office consists of 67 employees. There are 26 sworn employees; Sheriff, Chief Deputy, 4 Lieutenants, 1 Court Security, 1 Recreational Officer, 12 Patrol Deputies, 2 K9 Handlers, and 4 Investigators. There are 41 civilian employees; 12 Dispatchers, 3 Support Staff, 1 Jail Administrator, 5 Sergeants, 4 Corporals, and 16 Correctional Officers.

The Sheriff's Office provides both specialized and in-service training within each division of the department. The department continues to meet the Wisconsin Training and Standards Bureau requirement of the mandatory 24-hour training for all sworn personnel and correctional officers.

Adult Jail/Juvenile Housing

The Oconto County Sheriff's Office has a jail with a capacity of 69 adult prisoners, of these 52 are long term and 17 are specialized. Due to overcrowding, the adult jail housed inmates in Forest, Marinette, Shawano, and Langlade Counties. Adult out-of-county housings costs totaled \$235,158.00 in 2015, compared to \$304,087.12 in 2014 and \$228,450.60 in 2013. Juvenile out-of-county housing costs totaled \$34,360 in 2015, compared to \$39,120.00 in 2014 and \$14,730.00 in 2013.

Communications Center

The Oconto County Sheriff's Office Communications Center operates 24 hours a day, 365 days a year. The dispatchers are in constant radio contact with Sheriff Deputies, municipal law enforcement agencies, EMS, and fire agencies while answering telephones, sending and receiving messages on the Teletype system, and monitoring a number of public and private alarm systems. The dispatchers are responsible for answering emergency and non-emergency phone calls and radio transmissions for the Sheriff's Office as well as for the county police departments. The staff also dispatches for fire departments and ambulance services. Each dispatcher must be certified on the TIME System by the Crime Information Bureau. The Communications Center is also responsible for entry of missing persons, run away juveniles, restraining orders, injunctions, stolen items, as well as all warrants issued by the court system.

The staff received a total of 17,463 calls for service in 2015; compared to 17,949 in 2014, and 17,643 calls in 2013. These calls generated 22,912 law agency incident involvements; 2,986 fire department incident involvements; and 7,176 EMS incident involvements. (One call received by our communication center may require paging out one or more agencies-law, fire and/or EMS-creating the involvements to that particular call, thus the number of involvements exceeds the number of calls received.)

The dispatch staff processed 792 warrants in 2015, compared to 784 in 2014 and 1263 in 2013. Of these, there were 116 bench warrants of arrest, 4 juvenile arrest, 3 missing person, 9 juvenile runaway, 1 protective orders, 3 restraining orders, 16 temporary restraining orders, 14 injunction, 7 court order, and 619 arrest warrants.

Sworn Deputy Sheriff

Patrol, Investigation, Recreational Officer, Court Security

The Oconto County Sheriff's Office Deputies provide service 24 hours a day, 365 days a year. The 14 Patrol Deputies and 4 Lieutenants provide full law enforcement services for all townships, village, and municipalities that do not maintain a 24-hour law enforcement agency, and also assist other law enforcement agencies within the county as requested. The Patrol division responds to and investigates all criminal activity reported or observed, including homicide, domestic violence, disturbances, death, burglary, theft, damage to property, weapons, sexual assaults, other assaults, narcotics, suspicious person/vehicle/circumstances, trespassing, wanted persons, 911 calls, alarms and traffic offenses and accidents. The Recreational Officer enforces the recreational laws of snowmobiling, boating, and ATV, in addition to routine deputy duties. The Sheriff's Office has two K9 units. These K9's assist in the prevention and detection of crime.

The 4 Investigators are responsible for conducting initial and follow up investigations of criminal or suspected criminal activities, including death investigations, property crimes, fraud and white collar crimes, felonies, sex crimes, misdemeanors or illegal drug activities. These investigations include the interviewing of witnesses, suspects and victims, and collecting of evidence. The Court Security Officer maintains security and order in the courts and escorts prisoners from the jail to court.

The number of law incidents handled by the Sheriff's Office for 2015 was 12,079 compared to 12,477 for 2014; and 12,961 for 2013.

There were 1291 reportable accidents in 2015, compared to 1211 in 2014 and 1354 in 2013. Of these, 456 were property damage; 125 were personal injury, 682 were car/deer, 10 were car/bear, 6 were car/turkey, and 16 fatalities. (Fatalities: 6 in 2014; 6 in 2013, 5 in 2012; 6 in 2011; 10 in 2010; 8 in 2009)

1000 citations were issued in 2015, compared to 882 in 2014 and 1097 in 2013. These include State and County ordinance violations. 220 warnings were issued in 2015, compared to 129 in 2014 and 192 in 2013.

There were 1046 papers processed in 2015, compared to 1280 in 2014, and 1380 in 2013. There are many different types of civil papers to be served, from subpoenas to seizures of property, as well as foreclosure sales, evictions, and repossessions. Of the 1046, there were 62 Sheriff Foreclosure Sales in 2015, compared to 102 in 2014, and 154 in 2013.

Jail Division

The Oconto County Sheriff's Office jail facility operates 24 hours a day, 365 days a year. The jail facility has a civilian staff of 26 correction officers who take care of the daily operations of the jail facility. This includes maintaining security of the facility daily, process booking and release of inmates, along with transporting inmates.

In 2015 there were 1482 adults booked into the Oconto County Jail, compared to 1,419 in 2014 and 1,631 in 2013.

Overall Budget Figures for 2015:

Budgeted Revenues \$560,823.94; actual \$523,834.34 – shortfall of (\$36,989.60)

Budgeted Expenses \$7,050,243.81; actual \$6,729,753.75 - under budget by \$320,490.06

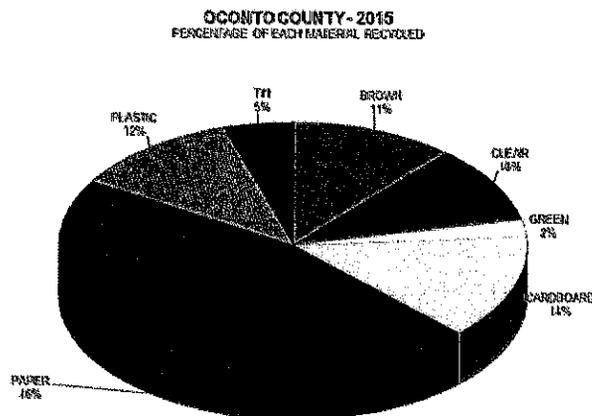
2015 SOLID WASTE DEPARTMENT ANNUAL REPORT

The following is a summary of the activities that have taken place in the Solid Waste Department for the fiscal year of 2015.

The Oconto County Recycling Program is jointly operated by the County and its 28 municipalities. The Program is staffed by 2 FTE's and one part time employee at the Materials Recovery Facility (MRF) and 1 FTE in the Zoning Department. The municipalities provide for curbside pickup in the cities or drop-off centers in each town. The County transports the recyclables from these sites to the MRF for processing and arranges for the materials to be sold on the open market.

MATERIALS RECYCLED

Oconto County recycles more paper/cardboard than all other materials combined as is illustrated below which shows the breakdown of the percentage of each material recycled from the municipal drop-off centers and municipal curbside pickup.



In addition to the materials recycled above, Oconto County residents also recycled the following items:

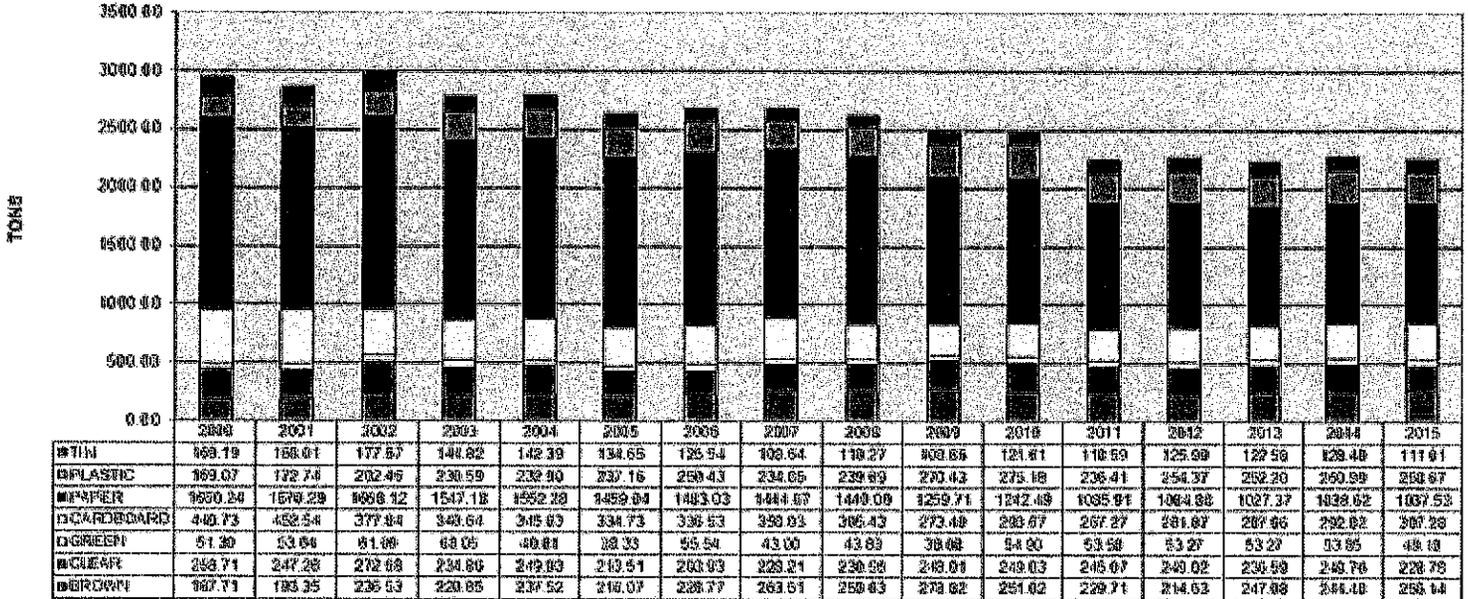
OCONTO COUNTY BATTERIES, WASTE OIL, SCRAP METAL, TIRES & ELECTRONICS COLLECTION TOTALS FOR 2015

		2011	2012	2013	2014	2015
FREON APPLIANCES	Count	892	744	251	1032	640
FLUORESCENT BULBS	Count	3463	3491	2434	1784	4650
T.V's	Count	2,106	1964	1423	2103	1795
TIRES (21 to 70 lbs/vehicle tire)	Tons	115.07	163.39	93.64	97.05	136.25
ELECTRONICS (PC EQUIP, DVD, VCR,ETC)	Tons	26.07	15.86	21.5	11.75	5.20
BATTERIES, VEHICLE (39.5 to 53.3 lbs/battery)	Tons	3.16	1.16	0.83	1.32	.74
SCRAP METAL	Tons	431.83	327.56	340	430.75	316.65
USED OIL	Gallons	11,760	12,075	9640	9,300	9,735
OIL FILTERS (Drum = 235 uncrushed filters)	Drums	16.17	27.41	32.57	31.65	30.75
USED ANTIFREEZE	Gallons		410	295	460	480

TONNAGES RECYCLED THRU MATERIALS RECOVERY FACILITY

The 2015 tonnages have remained consistently low since 2011. The economy continues to slowly recover. The waste stream continues to evolve from the products we choose to purchase. Newspaper and magazines are being replaced by the use of electronic information. Plastics are evolving into more individual packaging of products that can be more difficult to recycle. Private businesses such as Waste Management, Advanced Disposal and Great American Disposal continue to pick up contracts with residences for rural curbside pickup of their waste and recyclables. Approx. 430 tons of residential recyclable material was collected thru private curbside pickup and are not processed thru the Materials Recovery Facility.

OCONTO COUNTY - 2000 TO 2015
TONS OF EACH MATERIAL RECYCLED



REVENUES & EXPENSES:

Prices of commodities processed at the MRF for 2015 continue to be lower than anticipated. While today's markets are no longer national but global, impacts overseas have suppressed the prices for commodities. The low oil pricing has also caused a negative effect on commodity prices.

The budget for the Recycling/Solid Waste Department for 2015 was budgeted at \$674,039 of which \$603,511 was expensed. Total revenues were \$475,229 including state grant funds of \$207,689. Approx. \$128,282 fund balance was used to balance the budget. Below is the revenue from the sales of the recyclables processed at the Oconto County Materials Recovery Facility for 2015 compared to the previous three years.

COMMODITY SALES OF RECYCLABLES PROCESSED AT THE MATERIALS RECOVERY FACILITY

	Glass	Cardboard	Mixed Paper	Newspaper	Plastic	Aluminum	Tin	Office Paper / White Ledger
2012 Revenue	\$10,421	\$43,796	\$70,019	\$24,993	\$56,779	0	\$34,267	\$4,289
2013 Revenue	\$8,947	\$36,569	\$49,532	\$18,123	\$58,103	\$16,328	\$24,179	\$0
2014 Revenue	\$8,888	\$36,766	\$56,825	**	\$76,533	0	\$18,924	\$6,953
2015 Revenue	\$9311	\$29,512	\$45,191	**	\$39,054	0	\$15,337	0

**Newspaper comingled with Mixed Paper

UPGRADES TO MRF FACILITY & EQUIPMENT:

The sale of vacant lands east of the MRF (Materials Recovery Facility) to The Gregory Company LLC, owners of Graphic Management Specialty Services (GMSP) included the replacement of the MRF scale with an above grade vehicle scale, relocation of entrance door and paving of a new parking lot area. The sale of lands was done to accommodate a GMSP building expansion. All improvement cost have been reimbursed by The Gregory Company, LLC in order to keep the MRF operational.

FUTURE OF RECYCLING

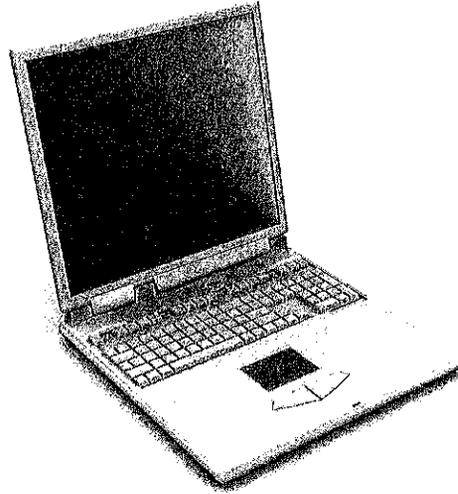
Oconto County has been the Responsible Unit for the recycling of solid waste for all the municipalities in Oconto County since the beginning of the program in the early 1990's. Municipal contracts to have the County continue as the Responsible Unit would have expired at the end of 2015. All but two municipalities (City of Gillett, Town of Brazeau) extended their agreements for one additional year. The additional year will provide time for the county to consider alternatives to continue to run a county wide program in light of reduced grant funds. With the two municipalities leaving the program, there will be a negative impact on state grant funds for 2016. If a new municipal agreement cannot be reached, then municipalities will be required to initiate their own recycling program for the state mandated recycling of solid waste.

Collection of materials at the drop off sites and the processing of materials at the Materials Recovery Facility involve many expenses in upkeep of recycling containers, costs for transportation of materials and the processing of materials at the Materials Recovery Facility. All has been done over the years with no tax levy dollars other than the use of an initial startup fund, annual state recycling grant funds, and revenues generated from the sale of commodities. Over the past years the Solid Waste Department has seen commodity prices remain substandard, annual grant funds reduced by recent state budgets and increased capital improvement expenses necessary to maintain the existing services.

The Solid Waste Department reserve funds have been utilized to meet budget expenses over the past few years. The Reserve Fund for the end of 2015 is under \$150,000. This places the program in a situation to possibly need tax levy dollars to maintain the current program. The Solid Waste Committee will be meeting with the municipalities in 2016 to discuss the options available under the cooperative agreements that are currently in place.

In the meantime, the Solid Waste Department continues to seek efficiencies to reduce expenses and increase revenues by finding the best commodity prices available in the open market for the materials processed at the Materials Recovery Facility.

Oconto County Technology Services Annual Report



**January 1st 2015 thru
December 31st, 2015**

Submitted by:

**Wayne Sleeter
Technology Services Director**

INDEX

1. DEPARTMENT SUMMARY & STAFFING
2. ANNUAL PROBLEM TICKET REPORT
3. ANNUAL MAJOR PROJECTS REPORT
4. ANNUAL TS VEHICLE REPORT
5. ANNUAL VOICE OVER IP PHONE REPORT
6. CONCLUSION

1. DEPARTMENT SUMMARY & STAFFING

The 2015 Technology Services (TS) Annual report is presented to you as a means to summarize the past year's activities of the Technology Services Department.

I have now been the Oconto County Technology Services Director for over 15 years. There have been many positive changes through the years and the support from the county board and department heads has been appreciated. Through that time, the TS staff has worked hard to make a lot of progress in all facets of technology at Oconto County. Technology is now considered mission critical and is required for most departments to do their jobs. The workload in TS continues to increase and expand into other areas such as video, sound, etc. each year as it seems technology is required to do everything now days.

The TS Dept. team currently consists of the following individuals:

- Ashley Schaefer, Support Specialist (1+ years)
- Tim Perrizo, PC Coordinator (3+ years)
- Justin Enderby, Client Tech 1 (3 years)
- Melissa Schwaller, Systems Analyst (12+ years)
- Wayne Sleeter, Director (15+ years)

The department's home committee is the TS Committee which consists of the following individuals this past year:

- Greg Sekela, Chair Person
- Paul Bednarik, Vice Chair Person
- Leland T. Rymer
- Gary Frank
- Doug McMahan

The committee meets the 2nd Monday of each month prior to the Finance Committee. In general, the department is centrally responsible for all Oconto County technology including computer & network equipment, phone systems/billing, planning, contract services, software and training.

2. PROBLEM TICKET REPORT

DEPT	% of Tickets
Administration	2.91%
Child Support	1.90%
Circuit Court	0.00%
Family Courts	0.00%
Clerk of Courts	0.00%
Corporate Counsel	2.02%
County Board	0.00%
County Clerk	5.44%
District Attorney	0.51%
Economic Development	1.14%
Emergency Management	0.51%
Finance	4.05%
Health & Human Services	45.39%
Highway	1.39%
Land & Water Resources	8.09%
Land Conservation	1.14%
Maintenance	0.13%
New View Industries	3.29%
Register of Deeds	4.55%
Sheriff Dept	6.07%
Jail	1.39%
Technology Services	1.39%
Treasurer	1.77%
UW-Extension	6.45%
Veteran Services	0.51%
Other	0.00%
	100.00%

3. ANNUAL MAJOR PROJECTS REPORT

Problem tickets do not include projects. Some projects are budgeted for, some are inherited through grants and some do to emergency situations. I have listed below the major projects completed this past year: Summary of Past Year Projects:

- 1) **Naviline** – Because of our issues with One Solution Software, TS worked to renegotiate an agreement with Sungard, now FIS, to allow us to stay with Naviline for 5 years and receive free hosting from their AS400 in Atlanta. Hosting was then moved to New Jersey overall, this project went well although it was very time consuming.
- 2) **Cognos** – We updated our Cognos to allow us to run our old custom reports off the old indexes and also created a new environment to allow us to create and run new reports with the new indexes.
- 3) **Wireless** – Replaced all 17 older Access Points with new faster and higher capacity access points in the Courthouse and New View.
- 4) **Windows Server and IE Updates** – We retired or upgraded all Windows XP machines and Windows 2003 Server machines as they are no longer supported or patched by Microsoft. TS also updated Internet Explorer to IE11 on all machines.
- 5) **Web Site Redesign** – Updated the design of the Oconto County web page to a more clear design and to support resizing of page for smaller devices such as smart phones.
- 6) **IMS21** – Major upgrade of IMS21 imaging system from the AS400 version to Windows.

- 7) **Virtual PC's** – Upgraded VMware software and rebuilt PC layers for our virtual pc environment.
- 8) **VMWare** – Upgraded our VMWare server environment with new VMware software and firmware.
- 9) **Spillman Server** – Purchase and upgraded Spillman server. Spillman is our public safety software that is used for a majority of the counties and municipalities 911 services.
- 10) **HIPAA Gap Analysis** – Along with Admin office, worked with Schenck to have a HIPAA gap analysis study done. We have a lot of work to do in this area. One thing we need to do in 2016 is to have a HIPAA Security Analysis done at Oconto County.
- 11) **Land Conservation & Lakewood Sat Offices** – Setup new office with a Wireless connection from the water tower, where internet was being connected to. Also setup equipment and PC's in office. Moved office to new location in Lakewood for Zoning office.
- 12) **VPN Updates** – Migrated users to Cisco Anyconnect for remote virtual private networking (VPN). Old IPSEC was no longer supported by Cisco. Also setup Site to Site VPN's for Suring and Land Conservation. VPN is how we can connect a smaller remote office to our network using the internet instead of paying for a dedicated line.
- 13) **Fuel System Software at Highway** – Upgraded and replaced fuel system software at Oconto Highway. New system now runs over the network instead of dial up modems and serial ports.
- 14) **Courtroom Video Conferencing & Sound** – Replaced video conferencing and sound equipment in both courtrooms. Also updated controls for judge and clerk of court. Installed overflow TV's in the jury and Family courtrooms should the courtroom capacity be over capacity.
- 15) **TRACS Software** – Updated TRACS software for the Sheriff Dept officers. TRACS is used for electronic citations.
- 16) **Sophos AV** – Replaced our old antivirus software with Sophos AV software. Configured scanning options and reporting.
- 17) **Netmotion** – Late 2014/early 2015 purchased and installed new VPN software for the Sheriff Dept and the city of Gillett called Netmotion. This VPN software specializes in maintaining a VPN connection when the cell signal is dropped or is weak.
- 18) **OCNEWS web server** – worked with Jake Jacobs to host a server for the historical society that houses all the old newspapers from Oconto County. This can be viewed at <http://ocnews.co.oconto.wi.us>.
- 19) **Cradlepoint modems** – Replaced about 20 USB Cell modems from Cellcom with Cradlepoint modems in the trunks of squad cars. The installation of these radios into the cars were done by the TS Dept.
- 20) **LEC & Data Center Planning** – Numerous meetings to discuss design and plans for new Law Enforcement Center and Data Center.

4. ANNUAL TS VEHICLE REPORT

Annual TS Vehicle Report				
Year	Car	Van	Total	Comment
2012	9,883	5,646	15,529	(Ford Windstar Van)
2013	12,613	5,590	18,203	(Chevy Van)
2014	16,407	8,626	25,033	
2015	14,675	8,446	23,121	

Total miles increased in 2014 by over 17% but decreased by over 9% in 2015. We did have more vehicle issues in 2015 so that may be part of the reason. At minimum, I am convinced we need a car and a van. Using the county vehicles does two things: it saves the departments .15 cents per mile, and it allows the money that would be spent on the per mile costs, fuel costs and maintenance costs, to go back to the TS Department instead of to employees; allowing us to eventually save enough money to replace the vehicles. The current balance in this account is approximately \$11,591.63. We will most likely look to replace the van with these funds in 2017 or 2018.

5. ANNUAL VOICE OVER IP (VOIP) PHONE REPORT

The department has now been running the VOIP phone system for several years saving approximately \$30,000 per year. The county now has over 250 VOIP phones in the Courthouse, New View, Land Conservation and Oconto Highway. The system was upgraded this past year and is working very well. This phone system will also support all of the new LEC phones in the new facility.

6. CONCLUSION

In conclusion, the TS staff looks forward to serving the County Board of Supervisors, Departments, and residents of Oconto County. As a team, we will continue to do the best we can with the resources we have available to us. As you can see, the workload for the Technology Services Department continues to climb to an all time high each year as it seems almost everything has technology tied to it now days. Should you have any questions about this report or a technology question in general, please do not hesitate to contact me. Thank you for your continued support!



Wayne Sleeter
Technology Services Director



OFFICE OF THE COUNTY TREASURER

2015 Annual Report

Submitted by: Tanya M. Peterson, County Treasurer

OVERVIEW OF THE DEPARTMENT

The Oconto County Treasurer's office is staffed by 2 full-time employees, and 1 LTE in July.

The departments daily statutory duties include but are not limited to: **Tax Deed** (State Statute 75), **Investments** (State Statute 66 and the County Investment Policy), **Property Tax Collections** (State Statute 74), **MFL Tax** (State Statute 77) and **Property Taxes** (State Statute 70).

In addition, the department continually answers questions and provides information pertaining to: **Property Ownership, General Tax information, Tax Delinquent property, Tax Deed, Tax Address Changes, Land Sales, online GCS Tax Software support, Point and Pay Credit Card Collection support, Municipal Tax Settlement issues, Lottery Credits, Bond Issuance/Debt Reduction, Cash Receipting, and Investments** - via e-mail, phone, mail or direct contact.

PROPERTY TAX COLLECTIONS

- On an annual basis the department works with the local municipalities to transfer tax payment data over the internet for upload into the GCS web portal. These entries vary from a simple upload to a complex balance and reconciliation process. We continually work with the GCS tax program developer to provide new enhancements and upgrades.
- The department is responsible for the January, February, April and August Tax Settlement worksheets. These reports need to reconcile and balance to the tax roll and the Municipalities Statement of Taxes.
- In March and September, the department mails out on average 2,000 delinquent statements every 6 months.

- In July, the department collects an average of \$7.5 million in taxes within a three week period and processes approximately 9,000 records.
- The department has seen an increase in tax collections since 2011, when the County passed the .50% penalty on delinquent parcels.

TAX DEED

- Throughout the year the department works on approximately 150 to 200 delinquent parcels that are published, notifications sent via postal service, and collected on. Effective in 2015, pursuant to State Statute 75.36 the department collected \$10,368.77 in record keeping fees on tax deed parcels.
- The department is also responsible for maintaining the tax deed inventory, calculating tax deed buyback amounts and the land sale reconciliation process.

INVESTMENTS / ECONOMY

- Since 2008, the economy has seen a decrease in interest rates and has seen a substantial decrease in real estate sales and a loss of jobs. The economy plays a major role in the collection of taxes and County investments. In December 2015, the Federal Government raised the interest rates by almost .25%.
- The County Treasurer works with local banks on a continual basis and communicates with them regarding the following: reducing bank fees, interest rates on investments and banking enhancements so the county can run efficiently.

	<u>2014</u>	<u>2015</u>
Revenues	\$868,078.00	\$794,082.00
Expenses	\$175,296.00	\$171,335.00
Interest on Investments	\$89,765.00	\$93,791.00
Interest on Taxes	\$689,787.00	\$604,006.00
Total Taxes Collected	\$25,343,179.00	\$20,825,342.00
August Settlement (Towns, Tech College, Schools & State)	\$14,198,292.14	\$13,305,481.77
Lottery Credit (Distributed)	\$1,344,024.68	\$1,295,068.68
First Dollar Credit (Distributed)	\$1,409,988.91	\$1,440,337.65



**OCONTO COUNTY VETERANS SERVICE OFFICE
COURTHOUSE, ROOM 3043
301 WASHINGTON STREET
OCONTO, WI 54153-1620
E-mail: cvso@co.oconto.wi.us
FAX: 920-834-6819
PH: 920-834-6817**

April 8, 2016

Oconto County Finance Committee

RE: Annual Report 2015

In accordance with County Board rule 2.120(14) the following information is provided:

It should be noted that due to the Oconto County Veterans' Service Officer's injury on November 29, 2015, she wasn't available for the month of December. The Office Assistant provided outstanding support to all veterans and family member during that period of time.

Our longstanding Outreach Programs were successful through access at The New View Industries in Gillett, Mountain Town Hall and the greater Lakewood/Townsend areas. We are now located at the new handicap accessible Administrative Building in Lakewood which has caused an increase in attendance in that area. We visit those sites on the first, second and fourth Tuesdays of each month.

This office continues its open door policy to ensure timely and quality service to all visiting veterans, spouses, widows and widowers along with their dependents. It should be noted there is a shift to providing timely service due to advance communications using computers and the use of direct e-mails to this office which we encourage. It has expedited responses to all incoming questions as we try to reply immediately. We are very customer -service oriented by providing a telephone call the same day to call-ins and ensure we provide follow-up referrals where necessary.

There is a continued need to provide timely transportation to qualified veterans residing in Oconto County to the Department of Veterans Affairs

(VA) medical facilities. These VA medical facilities are located in Iron Mountain and Menomonee, Michigan; Milwaukee and Green Bay, Wisconsin. Veterans are now also transported to Rhinelander and Antigo, which are VA medical referral sites. This service was provided in a timely manner through our volunteer drivers program.

The Oconto County Veterans Service Officer (CVSO) attended the planning meeting for the annual County Youth Fair to ensure adequate presence was provided during the four-day event, manning the informational booth.

The CVSO also attended veterans' organization meetings throughout the county during 2015 to ensure veterans and their families are updated on federal and state issues impacting their entitlements, provide new contact information for access to VA (new telephone claims and on-line computer access to eBenefits, etc., VA medical appeal procedures and the telecommunications at VA medical facilities).

This office has seen an increase in senior veterans transitioning from home care to assisted living facilities which resulted in assisting with the completion of VA complex forms ensuring speedy processing of financial and medical information to ensure award of the needed benefit. We will visit the facility to assist families seeking pension benefits and conduct home visits, usually the same day our Outreach Program travel is schedule to save mileage expense. We will also do emergency hospital / home visits when veterans are unable to visit this office or an Outreach site in their area.

This office published quarterly Veterans Information Program (VIP) letters by conventional mailing and e-mails where available. We also post veterans information, especially job notices in the county office at the courthouse.

The CVSO and staff attended training programs during 2015 to keep well informed about federal and state veteran program changes and updates. The office established an internal training program upon receipt of new procedure communications. The CVSO attended Northeast Workforce Development Board meetings held during 2015.

The CVSO set up an informational table at the Oconto Fly-In during 2015. Also coordinated with the VA to have participation of their representatives from the Green Bay Vet Center, where trained counselors provide immediate assistance to any visiting veteran and family members.

The Oconto County Veterans Service Office (VSO) continues to meet and exceed its established annual Goals and Objective each year due to the outstanding continued support from the Finance Committee and Oconto County Board.

Respectfully submitted,

Holly Hoppe

Oconto County Veterans' Service Officer

VICTIM WITNESS ASSISTANCE
ANNUAL REPORT
2015

Program Description:

Administrative Rules (see JUS 12) state the Victim Witness Assistance Program is required to:

- Provide notification services to all crime victims and witnesses who request them.
- Notify potentially eligible victims of violent crimes of the existence of the Crime Victim Compensation Program, including an explanation of the available benefits and application procedures.
- Provide information about and make appropriate referrals to agencies which provide support and other services; keep a listing of service providers, and refer witnesses of homicide and family members of victims of homicide directly to appropriate available community service agencies.
- Notify witnesses in a criminal justice proceeding of the existence of witness fees and the procedure to be followed in order to apply for and receive any witness fees to which they are entitled.
- Furnish to the general public and agencies that have contact with crime victims and witnesses information describing the victim and witness assistance services offered by the program and how to avail themselves of those services.
- Provide information to victims and witnesses who request it on personal support services available to them while they are in court.
- Inform victims and witnesses who request it of transportation services available related to participation in the investigation or prosecution of the crime and how to avail themselves of those services, including the provision of information regarding the locations of the courthouse and available parking facilities.
- Inform victims of felonies of their right to provide the court with information pertaining to the economic, physical, and psychological effects of the crime upon them, including assistance in the early gathering of restitution information for the purpose of providing the court and the district attorney with information pertaining to the economic effect of the crime upon the victim of a felony.
- Notify employers of the victims and witnesses of crime of their employees' involvement in the case whenever a victim or witness requests such notification and program staff determine it is feasible.
- Inform victims of their right to have personal property held as evidence returned within a reasonable amount of time.
- Refer victims to criminal justice authorities responsible for the return of property held as evidence and assist victims in securing the release of the property.
- Inform victims and witnesses of protection available, the level of protection available, and whom to contact if they are threatened or harassed; and alert appropriate law enforcement agencies and prosecutor when informed of threats or harassment.
- Provide safe, comfortable and convenient facilities for victims and witnesses to wait upon their arrival to appear in court.
- Provide witness reception, including information on waiting facilities, restrooms, food service and other similar needs.
- Assist victims in enforcing their rights under s. 950.045, Stats., pertaining to the provision of written statements concerning pardon and parole applications of convicted offenders.

The Oconto County Victim Witness Coordinator handles all criminal cases processed through the District Attorney's Office. In addition, victims and witnesses of crimes are provided services, whether or not referrals are made to the District Attorney's Office and whether or not criminal charges are filed, therefore, not all services are tracked. In 2015, 875 referrals were made to the District Attorney's Office (decrease of 171 from 2014), involving 821 defendants (decrease of 75 from 2014); 630 court cases were filed (decrease of 22 from 2014) and 619 new victims were involved in those cases (decrease of 69 from 2014). Approximately 446 victims were provided Initial Contact Packets (decrease of 44 from 2014). Victims and witnesses of incidents occurring prior to January 1, 2015 are also provided services during this time period as some cases are not disposed of in the calendar year they are filed and some cases are active for a longer period of time due to probation, prison or jail sentences, restitution, and other issues that arise after a case is disposed of.

The 2014 Actual Budget for Victim Witness was \$ 60,979.28, an increase of \$2,838.30 from the 2014 Actual Budget.

The State of Wisconsin reimbursed Oconto County the amount of \$32,910.05, an increase in revenue of \$5,859.96 from the 2014 Actual Budget.

Dated this 17th day of March, 2016.



Barbara Cook
Oconto County Victim Witness Coordinator